

# OWENS COMMUNITY COLLEGE PROCEDURES

## Leave program

**Board Policy No.: 3358:11-5-55**

### **PROCEDURES:**

Owens Community College recognizes employee needs in balancing personal and work life. The leave program procedures are implemented consistent with the provisions of the 3358: 11-5-55 Leave Program Policy and any applicable law.

(A) Vacation Leave.

- (1) Use. Twelve-month employees must be approved in advance for scheduled vacation leave that is convenient to meet the particular needs of the department or position responsibilities. A time off request form for vacation leave must be submitted in advance to the immediate supervisor for approval.
  - (a) Vacation leave may be taken in half-hour increments. If an employee takes a day off, the number of hours used will be equal to the number of hours that the employee was scheduled to work on that day. Vacation time can only be used after it has been earned.
- (2) Accrual. When an employee begins employment before the sixteenth day of the month, the employee will begin accruing the last pay date of that month. Otherwise the employee will begin accruing the last pay date of the following month. (An employee on unpaid leave will not earn vacation during such absence except where legally required.)
  - (a) Full-time exempt staff accrue twenty-three days (184 hours) vacation per year, which represents a monthly accrual of 15.33 hours per month.
  - (b) Full-time non-exempt staff accrue vacation as follows:
    - (i) Full-time, twelve-month employees will for the first five years of service receive twelve vacation days (96 hours) per year, which represents a monthly accrual of 8.0 hours per month.
    - (ii) At the completion of the employee's fifth year of service, the monthly accrual rate will be revised to 11.33 hours per month so that at the end of the sixth year the employee will have accrued seventeen days (136 hours) vacation per year.
    - (iii) At the completion of the employee's tenth year of service, the monthly accrual rate will be revised to 14.67 hours per month so that at the end of the eleventh year the employee will have accrued twenty-two days (176 hours) vacation per year.

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- (c) Part-time staff who are scheduled for and regularly work twenty hours or more per week accrue as follows:
    - (i) Part-time, twelve-month employees will for the first five years of service receive six vacation days (48 hours) per year, which represents a monthly accrual of 4.0 hours per month.
    - (ii) At the completion of the employee's fifth year of service, the monthly accrual rate will be revised to 5.67 hours per month so that at the end of the sixth year the employee will have accrued 8.5 days (68 hours) vacation per year.
    - (iii) At the completion of the employee's tenth year of service, the monthly accrual rate will be revised to 7.33 hours per month so that at the end of the eleventh year the employee will have accrued eleven days (88 hours) vacation per year.
  - (d) Part-time staff who are scheduled for and regularly work less than twenty hours per week do not accrue vacation time.
  - (e) Maximum accrued vacation, which can be carried over from one fiscal year to the next fiscal year, cannot exceed two years of vacation accrual.
  - (f) An employee who transfers from a less-than-twelve-month position to a twelve-month position will have the years of service counted toward the calculation of the appropriate accrual. Vacation accrual for the twelve-month assignment will begin at the end of the first full month of service in the twelve-month assignment.
  - (g) With respect to unused vacation accrual and separation from the College, employees may reference 3358:11-5-32 Retirement Plans Policy or 3358:11-5-11 Resignation Policy.
- (B) Sick Leave.
- (1) Use. Sick leave must be taken in one-half hour increments. A time off request form for sick leave must be submitted to the immediate supervisor for approval. Sick leave shall be allowed for a period not to exceed an employee's accumulated sick leave account but with the limitations hereinafter stipulated and for the following causes for absence from employment covered by sick leave:
    - (a) Personal doctor appointments and doctor appointments for immediate family members where the employee's absence is necessary. An employee shall attempt to schedule appointments to cause the least impact on the employee's work day.

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- (b) **Illness.** For duration of illness. An employee who has been absent for five or more consecutive working days because of an illness, must submit to the Office of Human Resources a physician's statement indicating whether the employee has restrictions. An employee released to work with restrictions may only return to work in accordance with procedures adopted by the Office of Human Resources and if the college can reasonably accommodate such restrictions.
  - (c) **Injury.** For duration of injury.
  - (d) **Exposure to contagious disease.** Until quarantine is lifted or danger removed.
  - (e) **Death of a father, mother, father-in-law, mother-in-law, step-parent, spouse, children, step-children, step-brother, step-sister, grandchildren, sister, brother, and any relative who lives continuously with the employee.** Maximum of five days for each such death.
  - (f) **Death of an aunt, uncle, or grandparent.** Maximum of three days for each such death.
  - (g) **Death of a close friend, distant relative or neighbor.** One day for each such death, not to exceed two days per year.
  - (h) **Hospitalization/Illness/Injury in the employee's family.** It should be noted that staying with children or family members who are ill, injured or hospitalized and cannot attend school or be left alone, but who are not critically ill, will be permitted on a limited basis.
- (2) **Accrual**
- (a) Each full-time employee is entitled to fifteen days of sick leave per year accumulated at the rate of one and one-fourth days (ten hours) for each completed month of service. The maximum days accumulated shall be 260 days. The same monthly accrual of one and one-fourth days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.
  - (b) Any full-time employee whose personal illness extends beyond the period of compensation provided by the accumulated or additional sick leave provisions may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. If 120 days have been worked during the previous school term, full-time employees on leave of absence without pay shall be entitled to consideration in any board-approved plan for advancement on the salary schedule for experience upon return from leave. The maximum duration of any such unpaid leave of absence shall be

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one calendar year starting with the first day of absence for which the employee does not receive pay.

- (c) An employee who transfers from one public agency to another shall be credited with the unused balance of the employee's accumulated sick leave up to the maximum of the sick leave accumulation permitted in the public agency to which the employee transfers.
  - (d) Part-time employees who are scheduled for and regularly work twenty or more hours per week accumulate sick leave at the rate of five hours for each completed month of service. Sick leave is accrued up to a maximum of 260 days. The same monthly accrual shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.
  - (e) Part-time staff on schedules of less than twenty hours per week do not accrue sick time.
- (3) Catastrophic illness bank. Full and part-time employees who have accumulated a minimum of 400 hours of sick leave may contribute up to 100 hours of their accumulation annually to a catastrophic illness bank provided that an employee's balance cannot be reduced below 300 hours as a result of such a contribution. The amount of accumulation that is contributed by an employee will be deducted from the employee's sick leave balance and cannot be recovered. The catastrophic illness bank will be managed in accordance with procedures developed by the Office of Human Resources.
- (4) Sick leave payoff. An employee of a state college or university may elect, at the time of retirement from active service and with ten or more years of service with the state or any of its political subdivisions, to be paid in cash for one-fourth of the value of the employee's accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. The maximum payment which may be made under this rule shall be for one-fourth of one hundred twenty days.

Employees may also reference 3358:11-5-53 Prior Public Service Policy and 3358:11-5-32 Retirement Plans Policy.

- (5) Family and medical leave runs concurrent with sick leave usage.
- (6) Notification of Absences. It is the employee's responsibility to notify the supervisor prior to the start of each scheduled workday that the employee will not be reporting to work.

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- (a) Method of Notification. The preferred method of notification is direct contact by the employee to the supervisor via telephone. However, other methods of notification may be appropriate. Therefore, it is the responsibility of each supervisor to communicate approved method(s) of notification an employee must use to report all absences.
  - (b) If professional medical attention is required (by the employee or a member of the employee's immediate family), or the absence is in excess of three (3) days, a statement from a physician indicating the nature of the condition may be required by the College to justify the use of sick leave and the need to be excused from work.
  - (c) Failure to make a reasonable attempt to report illness or neglecting to notify the immediate supervisor may result in forfeiture of the sick leave benefit. A pattern of abuse, failure to report absence(s), unauthorized use, misuse, or falsification of information, shall be grounds for disciplinary action up to, and including, termination. Refer to 3358:11-5-52 Standards of Conduct and Disciplinary Process Policy and Procedures.
- (C) Personal leave. Personal leave will be allowable, subject to approval, for personal business that cannot be handled at a time other than the employee's regular work hours. Personal leave is non-accruable.
- (1) Use. Personal leave is to be used in no less than one-half hour increments. A time off request form for personal leave must be submitted in advance to the immediate supervisor for approval.
    - (a) Full-time, non-exempt staff, may use up to sixteen hours of personal leave per fiscal year.
    - (b) Part-time staff scheduled for and regularly working twenty hours or more per week, may use up to eight hours of personal leave per fiscal year.
  - (2) Non-eligible. Salaried exempt employees, and part-time staff on schedules of less than twenty hours per week are not eligible for personal leave.
- (D) Jury duty. The College supports employees performing jury or other related civil service when called. Other related civil service may include, but is not limited to, legal proceedings and other matters directly related to the operation of the College; or where an employee is subpoenaed to appear before a court or other legal body provided the employee is not a party to the action.
- (1) All employees are paid their full wage/salary for the time spent performing required jury duty. If payment for service is made to an employee by a court or other outside agency, the employee is required to submit such monies to the Office of Human Resources.

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- (2) A time off request form for jury duty with confirmation of the jury duty must be submitted upon completion of the service to the immediate supervisor.
  - (3) Not applicable. Personal legal proceedings or other personal business is not covered by the provisions of this procedure or the 3358:11-5-55 policy and requires the use of appropriate leave time
- (E) Leave without pay. Eligible employees who have an exceptional circumstance may be approved for leave without pay.
- (1) Use. Leave without pay may only be used after accrued vacation has been exhausted.
  - (2) A time off request form for leave without pay must be submitted to the immediate supervisor for approval.

These procedures conform to the [POLICY](#) amended by the Board of Trustees on December 6, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of December 23, 2016.

Procedures Update – For alignment with Ohio Revised Code language.  
Dated August 3, 2017