



## Ohio Administrative Code

### Rule 123:1-32-01 Availability and charge of sick leave, vacation leave, and personal leave and compensation for sick leave of employees paid by warrant of the director of budget and management.

Effective: April 10, 2026

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- (A) Availability of sick leave, vacation leave, and personal leave. Sick leave, vacation leave, and personal leave is not available for use until it appears on the employee's earnings statement and the compensation described in the earnings statement is available to the employee.
- (B) Charge of sick leave, vacation leave, and personal leave. Sick leave and vacation leave used by an employee whose salary or wage is paid directly by warrant of the director of budget and management will be charged in minimum units of one-tenth of one hour. Personal leave used by an employee whose salary or wage is paid directly by warrant of the director of budget and management will be charged as set forth in paragraph (D) of rule 123:1-32-07 of the Administrative Code. Employees will be charged sick leave, vacation leave, and personal leave only for the days and hours for which they would have otherwise been regularly scheduled to work. Sick leave, vacation leave, and personal leave will not exceed the amount of time the employee would have been regularly scheduled to work in any pay period.
- (C) Compensation for charged sick leave. Sick leave for an employee whose salary or wage is paid directly by warrant of the director of budget and management that is credited during or subsequent to the paycheck that includes December 1, 1981 will be exhausted before use of sick leave accumulated prior to the paycheck that includes December 1, 1981 or sick leave transferred from an entity not paid by warrant of the director of budget and management pursuant to division (F) of section 124.382 of the Revised Code is allowed. Compensation for sick leave used during each twelve-month period beginning with the first paycheck the employee receives in December will be at the following established rates:
- (1) The initial forty hours of sick leave will be paid at a rate equal to the employee's base rate of pay.
  - (2) The next forty hours of sick leave will be paid at a rate equal to seventy per cent of the employee's base rate of pay, except as provided in paragraph (C)(2)(a) or (C)(2)(b) of this rule.
    - (a) Overnight hospital stay or outpatient surgery. If the hours or portions thereof are associated with an overnight hospital stay or outpatient surgery by the employee or the employee's spouse or child residing with the employee or are used before or after the aforementioned hospital stay or outpatient surgery and are contiguous to the hospital stay or outpatient surgery, the sick leave hours will be paid at a rate equal to the employee's base rate of pay.
    - (b) Sick leave requested at least thirty calendar days in advance for prescheduled medical appointments for the employee or the employee's



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spouse or a child residing with the employee may be supplemented at the employee's request to one hundred per cent of pay with available sick leave balances provided that a doctor's statement is submitted on the first day the employee returns to work following the absence.

- (3) Sick leave used in excess of eighty hours will be paid at a rate equal to the employee's base rate of pay.
- (4) Sick leave used to supplement an approved disability leave, workers' compensation, or adoption/childbirth leave benefit period will be paid at a rate equal to the employee's base rate of pay.