



Ohio Administrative Code

Rule 3342-6-11.2 Administrative policy regarding conversion of sick leave.

Effective: August 17, 2026

-
- (A) Policy statement. The university recognizes that employees may need to be absent from their regularly scheduled work hours for a variety of circumstances not covered under the policy governing paid sick leave. Eligible employees may convert accrued sick leave to personal leave subject to the terms set forth below. A maximum of forty hours (five days) (twenty-four hours/three days for part-time employees) may be converted each fiscal year.
- (B) Conversion to personal leave.
- (1) Definition. Personal leave is converted from sick leave at the time it is used. It is intended to cover absences due to mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, weddings, religious holidays, community service leave or any other personal matter.
 - (2) Eligibility. All classified and unclassified administrative and professional employees with continuing appointment not represented by a collective bargaining unit are eligible to convert accrued sick leave to paid personal leave, so long as they retain a balance of at least one hundred twenty hours (sixty hours for part-time employees) of accrued sick leave.
 - (3) Utilization. Personal leave may be requested in minimum units of fifteen minutes. Employees are expected to request personal leave in advance, following the process outlined by the immediate supervisor or unit. The employee should submit a leave request to the immediate supervisor indicating the date, time and purpose of the leave. If the employee is unable to submit a request with reasonable notice in advance, the employee should follow standard procedures for reporting time off due to illness. Personal leave will not be granted without the approval of the supervisor.
 - (a) Leave balance. The requesting employee must maintain a minimum balance of one hundred twenty hours (sixty hours for part-time employees) of accrued unused sick leave in order to convert sick leave to personal leave.
 - (b) Calculation of overtime. Paid personal leave does not count toward forty hours of regular paid time in determining when an hourly classified employee is eligible for overtime.
 - (c) Maximum. An employee may convert a maximum of forty hours (five days) (twenty-four hours/three days for part-time employees) of sick leave to personal leave in any fiscal year.