



Ohio Administrative Code

Rule 3342-6-11.3 Administrative policy regarding leave of absence for temporary disability.

Effective: December 3, 2018

(A) Policy statement. A leave of absence may be granted upon written request for a period not to exceed six months when an eligible classified or unclassified staff member requests leave for an extended absence due to illness, pregnancy or temporary disability. The staff member shall furnish satisfactory medical proof of such illness, pregnancy or temporary disability.

(B) Illness, pregnancy, childbirth, related conditions and temporary disability. Upon written request, a staff member shall be granted a leave of absence subject to the following provisions:

(1) Length of leave. Leaves of absence shall be limited to the period of time that the staff member is unable to perform the substantial and material duties of their position. This period also involves one during which the staff member is under the care of a physician, and with certification by a licensed physician, and the leave will not exceed six months. Such leave shall not include time being requested for purposes of child care following the recovery from disability, as provided in rule 3342-6-11.10 of the Administrative Code.

(2) Physicians certificate. A staff member requesting a leave of absence must present, at the time the request is made, a licensed physicians certification stating the probable period for which the staff member will be unable to perform the substantial and material duties of the position due to illness, pregnancy or temporary disability. Documentation will not be required if the employee is hospitalized at the time the leave of absence is to begin, but may be required upon release from the hospital. Recertification by the health care provider may be required periodically.

(3) Sick leave usage. Upon request and in accordance with the rules governing use of sick leave, a staff member shall be permitted to use any or all of the accumulated sick leave credit for the period of time, as certified by the licensed physician that the staff member is unable to work as a result of illness, pregnancy or temporary disability. A staff member exhausting available leave shall not be prohibited from receiving a leave of absence without pay for the remainder of the period as defined in paragraph (B)(1) of this rule.



(C) A statement by the staff members physician regarding fitness to perform essential job duties is a prerequisite to return to work following the expiration of leave following illness, pregnancy or temporary disability. Upon receipt of this statement by the appointing authority, the staff member will be restored to their former classification, provided the staff member is capable of performing the normal assigned duties.

(D) The university will continue healthcare and related coverage and fee waiver benefit provided for the eligible employee's benefit program until the unpaid leave is terminated or for a duration of six months, whichever occurs first, when such leave is for child care, temporary disability, or to care for a member of the employee's immediate family. If the leave is without pay and if monthly coverage contributions were required prior to the leave period, the employee must make arrangements with the university benefits office to continue those contributions during the leave. Healthcare and related coverage and the tuition fee waiver benefit may not be continued if the employee is granted a leave of absence for reasons not included in paragraphs (B)(2) and (B)(3), of this rule. Coverage may be continued by the employee by paying the total monthly premiums pursuant to COBRA. Arrangements for such coverage should be made with the university benefits office prior to the leave of absence.

(E) The length of continuous leave, whether paid or unpaid, as described in this policy, shall not in any event exceed six months.

(F) Request for extensions thereof must be requested thirty days in advance of the date the leave is to end, when the necessity for the extension is foreseeable or otherwise as soon as possible. The request for an extension of temporary disability leave must be submitted to the appointing authority for approval.

(G) Leaves described in this policy, if granted, will run concurrently with other applicable leaves.