



Ohio Administrative Code Rule 3358:17-11-04 Unpaid leave.

Effective: [March 22, 2015](#)

(A) The college recognizes that there may be instances where full-time and regularly scheduled part-time employees may need to take time off without pay for reasons not covered by Family Medical Leave Act ("FMLA") or in the event the employee does not qualify for FMLA. The president may grant unpaid leave to an employee provided that:

- (1) The employee has exhausted all personal leave, compensatory time leave and vacation leave.
- (2) The employee submits a written request and a completed time off request form. The signature of the appropriate supervisor must be secured before forwarding to the president.
- (3) The requested leave will not negatively affect the daily operation of the college.

(B) No accumulation of sick leave or vacation leave will occur during unpaid time off and personal leave will not be granted until the employee is off of unpaid leave. Employees on unpaid leave will not be paid for holidays which may fall during the unpaid leave. No service credit will be earned through state teachers retirement system or school employees retirement system during the period of unpaid leave.

(C) The employee will be responsible for their portion of medical, dental and vision coverage during the unpaid leave provided the unpaid leave is less than one pay period. For leaves extending beyond one full pay period, the employee will be responsible for the full amount (employer and employee share) of medical, dental and vision premiums. Other deductions, whether voluntary or involuntary, will also be the responsibility of the employee. Due dates for payment will be set at the time the leave is approved.

(D) If the employee does not return by the stated return date and has not notified the college, the college will consider this voluntary termination.



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(E) The granting of unpaid leave will be at the full discretion of the president.