

3359-26-04 Absence from campus.

- (A) All non-exempt staff employees are required to request and have approved by their supervisor all absences from campus for each instance involving vacation, sick leave, death of a member of the immediate family, leave without pay, military leave, and/or court leave.

The department is responsible for maintaining an internal process for such requests and approvals that is used consistently with all departmental exempt and non-exempt staff employees. Provisions in the collective bargaining agreement that refer to the request, use and approval of specific types of leave must be followed for employees covered by such an agreement. All approved absences must be reported on the employee's official time record.

Documentation may be required for certain types of absences.

- (B) Holiday schedule.

- (1) The university of Akron observes ten holidays annually; these are:

Christmas day
Columbus day
Independence day

Memorial day
New Year's day

Presidents' Day; if a holiday falls on Saturday, it will be observed on the preceding Friday.

- (4) If a holiday occurs during a period of active pay status, the employee includes approved sick leave, leave with pay, or vacation. In order to receive holiday pay, an employee must be in an active pay status on regularly scheduled work days both prior and subsequent to the holiday.

- (5) If it is essential that university offices remain open on a day designated as a holiday (ex: Veterans day):
- (a) Any full or parttime classified or unclassified ~~non~~ exempt employee required to work on a designated holiday will be entitled to one and ~~one~~ half times the regular rate of pay- either in the form of actual pay or compensatory time for the hours actually worked; such overtime will be in addition to the employee's normal pay for the holiday.
 - (b) Any full or parttime exempt staff employee required to work on a designated holiday will be ~~entitled~~ to time off equal to the number of hours actually worked; such time off will be in addition to the normal pay for the holiday and is to be taken at the approval of the supervisor.
- (6) If the university is officially closed at five p.m. ~~one~~ day prior to a board of trustees approved holiday (ex: Wednesday prior to Thanksgiving):

recuperation or therapy; 2) in outpatient status; or 3) on the temporary disability retired list for the serious illness, or injury.

- (b) To care for a veteran who is a covered family member or next-of-kin (nearest blood relative) who has a qualifying serious injury or illness incurred by the member in the line of duty on active duty in the armed forces (or existed before the member's active duty began and was aggravated by service in the line of active duty in the armed forces) and that manifested itself before or after the member became a veteran. The veteran must be undergoing medical treatment, recuperation, or therapy for the serious injury or illness and have been a member of the armed forces during the five years preceding the date on which the veteran underwent the medical treatment, recuperation, or therapy.
 - (c) Leave to care for an injured or ill service member, when combined with other FMLA qualifying leave, may not exceed twenty-six weeks in any single twelve-month period.
- (3) Subject to the provisions of the applicable policies, paid vacation leave or paid sick leave may, at the employee's option, be substituted for leave without pay while on FMLA leave.
 - (4) If the employee fails to provide at least thirty days advance notice when the leave is clearly foreseeable leave may be delayed until at least thirty days after the date the employee provides notice to the employer. If the employee fails to provide a medical or other certification to support a request for leave, leave may be delayed until certification is provided. If the employee never produces certification then the leave is not FMLA leave. The university may, at its own expense, request a second and/or third opinion. If the employee or employee's family member fails to authorize his/her health care provider to release all relevant medical information pertaining to the health condition at issue, as requested by the health care provider for the second/third opinion, the university may deny the taking of FMLA leave. However, if the university requests a second and/or third opinion, and the employee authorizes his/her health care provider to release the

relevant medical information, the employee is provisionally

state the reason for and the dates of the leave. Length of leave of absence can vary for different reasons, but normally extends to no more than six months.

- (E) If it is determined that an approved leave of absence is not being used for the purpose for which it was granted, the university may require the employee to return to work or be subject to appropriate discipline as specified in Ohio Revised Code.
- (F) Reduced workweek policy.

Staff employees who wish to work a reduced work week during the summer sessions or at other times of the year may request leave without

etc. -and such employee is unable to report for work, the employee shall notify the immediate supervisor at least two hours prior to the scheduled work time.

- (7) In the case of any absence for illness or injury, the university may require a physician's statement specifying the employee's inability to report to work and the anticipated date of recovery. The employee shall be responsible for notifying the immediate supervisor, or other designated individual, whenever the employee is placed under a physician's care and not released to work or hospitalized, unless such condition precludes notification. The employee shall be responsible for notifying the immediate supervisor, or other designated individual, regarding the anticipated date of recovery and return to work.
- (8) In all cases of leave for illness or injury, the university may require written certification by a physician attesting to an employee's fitness to return to work.
- (H) Maternity leave. Upon delivery, an employee who is on active pay status shall, in the ordinary course of recovering from either a vaginal birth without complication, be entitled to use up to (mp)2(lo)-p10(y)2053(m)-2(a)-16(y)16()JT.

employee wishes to be absent from work for a period of time longer than the period of actual physical disability (see Family and Medical Leave subsection (C) above). Use of maternity leave shall count as part of the twelve-week FMLA leave.

- (I) Paternity leave. A full-time employee who is on active pay status upon a pregnant spouse's delivery is granted, within one hundred and eighty days of the delivery, twenty working days of paid paternity leave which will not be taken from accrued sick leave, but counted as part of FMLA leave.
- (J) Adoptive and foster parent leave. Upon the adoption of a child or arrival of a foster child, a full-time employee who is on active pay status is entitled to twenty working days of paid leave which will not be taken from accrued sick leave, but counted as part of FMLA leave.
- (K) Tardiness. An employee is expected to report for work at the scheduled starting time. Unreported, unexcused and/or excessive tardiness may result in disciplinary action.
- (L) Vacation.
 - (1) Non-exempt employees (fulltime).

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- (iv) 7.7 hours per biweekly pay period for those entitled to two hundred hours per year.
- (b) Vacation credit can be accumulated to a maximum of that earned in three years of service. Any vacation accrued over the amount earned in a three year period will be forfeited.
- (c) Upon separation from employment payment for accrued and unused vacation leave shall be made upon separation of service from the university of Akron, upon death of the employee, or if the employee moves to ~~time~~. Such payment will be made in a lump sum based on the rate of compensation at separation for any accrued but unused vacation leave, subject to a maximum of that earned in three years of service.
- (4) The office of human resources shall establish a reporting system which shall provide for annual reporting by the dean or administrative director covering vacation accumulation and usage of each employee under the dean or director's supervision.
- (5) Vacation leave may not be converted to sick leave unless the employee is admitted to or treated in a hospital or is under the treatment of a licensed physician and is not released ~~work~~. Written verification is required. Only those hours/days certified above may be converted to sick leave.

Effective: ~~June 30, 2011~~

Certification: _____
 Ted A. Mallo
 Secretary
 Board of Trustees

Prom. Under: 111.15

Statutory
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Rule Amp.: 3359.01

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