

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in WordPerfect and is in “read-only” format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

LEAVES OF ABSENCE

Policy 6.7
BOT 6-17-97
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Applies to: Faculty and Staff

Policy

Faculty and staff on a regular annual renewable contract with at least a 50% FTE may make a written request for a leave of absence without salary for personal and/or medical reasons. A leave of absence implies that the same or a similar position will be held open or will be made available to the faculty/staff member upon his/her return from the leave. For this reason, requests for leave of absence are to be examined carefully by the appropriate administrative authorities to determine whether the interests of the individual and the college would best be served by granting the leave. Should a faculty or staff member desire to take leave for his or her illness, that of the employee's child, parent or spouse, or because of the adoption or placement for foster care of a child, the employee should refer to the college's Family and Medical Leave Policy (6.7.1) to determine whether he/she is eligible and which leave of absence applies. The Director of Human Resources will assist with processing the appropriate leave request.

Guidelines - Faculty

A. General

The college may grant leaves of absence to regular faculty upon the request from the faculty member, and approval by their dean/chairperson and the vice president for academic affairs with the final approval by the president. Except for family and medical leave and medical leave of absence, leaves of absence are to be granted only in instances where there is a clear understanding that the individual is planning to return to this institution. These leaves are without salary and are usually for the maximum of one year. The college discourages requests for leaves to enter private business or practice or to accept a regular faculty position elsewhere unless such request is considered by appropriate administrators as an opportunity to enhance and strengthen the professional health of the faculty member. In no case will a leave of absence be extended beyond two years, unless it is a medical leave of absence. Medical leave's of absence extensions will be administered in accordance with the Ohio Revised Code. (S.T.R.S. and P.E.R.S. Disability Allowance Requirements.)

B. Personal Leave of Absence

The specific nature of a personal leave will be included in the request. All available vacation time will be used prior to the beginning of a personal leave of absence. If the faculty member is on a 9.0, 9.5, or 10 month contract, all "deferred pay" will be paid prior to the beginning of a personal leave of absence (unless the leave is for only one academic quarter).

C. Medical Leave of Absence

1. A faculty member may be granted a leave of absence without pay for illness, injury, or pregnancy. Satisfactory medical evidence is required prior to the granting of a leave for medical reasons and at the time of return to work following the expiration of the leave. All available sick leave will be used prior

to the beginning of a medical leave of absence. A waiver of this requirement will be made in the case of an on-the-job injury (worker's compensation claim). All available vacation time will be used prior to the beginning of a medical leave of absence. If the faculty member is on a 9.0, 9.5, or 10 month contract, all "deferred pay" will be paid prior to the beginning of a medical leave of absence (unless the leave is for only one academic quarter; see D.4).

Note: Deferred pay is defined as salary which is earned in advance of its payment; as in 9.0, 9.5 and 10 month contracts, the annual salary is paid-out over a 12 month period.

2. If the appropriate administrative authority has reason to believe that the faculty member's illness, injury, or pregnancy is inhibiting the usual performance of duties, they may request that a physician's statement be provided by the faculty member to attest to their fitness to continue duties. If the administrator is supported through the physician's statement, he/she may request the faculty member to begin their sick leave, vacation, and/or unpaid medical leave at an earlier date than first selected by the faculty member. The supervising vice president must concur.

D. Leave of Absence Procedures

1. Vice President's Letter

A request for a leave of absence (in excess of ten continuous work days) is to be submitted by the vice president for academic affairs to the president at least ninety days prior to the beginning of a requested personal leave period and at least thirty days prior to the beginning of the requested medical leave. The vice president's letter should contain complete information regarding the requested leave, a statement of duties vacated, how these duties will be covered during the absence, and the address of the faculty member during the leave.

A request for an unpaid leave of absence for a period of no more than ten continuous work days is to be submitted to the appropriate chairperson/dean at least sixty days prior to the beginning of the requested personal leave period. The request should contain complete information regarding the requested leave, a statement of duties vacated and how these duties will be covered during the absence.

2. Retention of Position

A leave of absence implies that the same or similar position will be held open, or will be made available to the faculty member upon return from a leave of absence. Accordingly, funds must be reserved for the position of the faculty member on leave of absence. Current budget amounts should be available for temporary (adjunct) appointments during the leave of absence period to provide partial replacement of service.

3. Holiday, Vacation, Sick Leave Credits

Faculty members do not receive pay for holidays falling within a leave of absence period, nor do vacation nor sick leave credits accumulate during the period. Additionally, no

supplemental payments nor appointments can be made to a faculty member on an approved leave of absence.

4. Nine, Nine and One-Half, and Ten-Month Appointments

Nine, nine and one-half, and ten-month faculty are paid in twelve monthly installments. A leave of absence without pay for only one academic quarter would require that four monthly payments be withheld.

5. Benefits

Any faculty member receiving a leave of absence must make arrangements with Human Resources for payment or waiver of all benefit insurance premiums, i.e. medical, vision, dental, etc. during the months for which no salary will be paid. Any employee who is on Family and Medical Leave will continue to be covered by group medical, dental and vision insurance to the extent the employee was covered prior to taking the leave. The employee must continue to pay his/her share of coverage, if any, during the Family and Medical Leave.

6. Retirement Service Credit for Leave of Absence

Under provisions of the Ohio Revised Code, augmented by regulations of the State Teachers' Retirement System (S.T.R.S.), a member of S.T.R.S. may be eligible to contribute to the retirement system and receive credit for a period of time during which he/she was on a leave of absence from the college. Human Resources should be contacted for assistance in applying to S.T.R.S. for this procedure.

7. Requests for leaves of absence which do not exceed ten continuous work days require an approved leave request. The approved leave request is sent to Human Resources for appropriate payroll activity. (Absence From Duty Form, Exhibits 1 and 2)

8. For leave of absence requests exceeding ten continuous working days, the supervisor shall forward the request with his/her recommendation to the appropriate vice president for approval. If the vice president approves the leave of absence request, he/she shall forward the request with his/her recommendation to the president for approval.

Guidelines - Non-Faculty Staff

A. General

The college may grant leaves of absence to administrative staff and professional (non-faculty) staff upon the request from the staff member, and approval by their supervisor and the appropriate vice-president, with the final approval by the president. Except for family and medical leave and medical leave of absence, leaves of absence are to be granted only in instances where there is a clear understanding that the individual is planning to return to this institution. These leaves are without salary and are usually for the maximum of one year. The college discourages requests for leaves to enter private business or practice unless such request is considered by appropriate

administrators as an opportunity to enhance and strengthen the professional health of the staff member. In no case will a leave of absence be extended beyond two years, unless it is a medical leave of absence. Medical leave's of absence extensions will be administered in accordance with the Ohio Revised Code. (S.T.R.S. and P.E.R.S. Disability Allowance Requirements.)

The college may grant leaves of absence to support staff upon the request from the support staff member, and approval by their supervisor and the appropriate vice president, with the final approval by the president. Except for family and medical leave and medical leave of absence, leaves of absence are to be granted only in instances where there is a clear understanding that the individual is planning to return to this institution. These leaves are without salary and are usually for the maximum of six months. In no case will a leave of absence for a support staff member be extended beyond one year, unless it is a medical leave of absence. Medical leave's of absence extensions will be administered in accordance with the Ohio Revised Code. (P.E.R.S. Disability Allowance Requirements.)

B. Personal Leave of Absence

The specific nature of a personal leave will be included in the request. All available vacation time will be used prior to the beginning of a personal leave of absence.

C. Medical Leave of Absence

1. A staff member may be granted a leave of absence without pay for illness, injury, or pregnancy. Satisfactory medical evidence is required prior to the granting of a leave for medical reasons and at the time of return to work following the expiration of the leave. All available sick leave will be used prior to the beginning of a medical leave of absence. A waiver of this requirement will be made in the case of an on-the-job injury (worker's compensation claim). All available vacation time will be used prior to the beginning of a medical leave of absence.
2. If the appropriate administrative authority has reason to believe that the staff member's illness, injury, or pregnancy is inhibiting the usual performance of duties, they may request that a physician's statement be provided by the staff member to attest to their fitness to continue duties. If the administrator is supported through the physician's statement, he/she may request the staff member to begin their sick leave, vacation, and/or unpaid medical leave at an earlier date than first selected by the staff member. The supervising vice president must concur.

D. Requirements for Leave of Absence Request

1. Requests for unpaid leaves of absence which do not exceed ten continuous work days require an approved leave request. The approved leave request is sent to Human Resources for appropriate payroll activity. (Absence From Duty Form, Exhibits 1 and 2)
2. For leave of absence requests exceeding ten continuous working days, the supervisor shall forward the request with his/her recommendation to the appropriate vice president for approval. If the vice-president approves the leave

of absence request, he/she shall forward the request with his/her recommendation to the president for approval.

3. An approved leave of absence should be submitted to Human Resources at least three weeks prior to the commencement of the leave.
4. All leave of absence requests should have a definite beginning and ending date. Neither of these dates will be a holiday nor scheduled day off.
5. Staff members do not receive pay for holidays falling within the leave of absence period nor will vacation nor sick leave credits accumulate during the leave. Additionally, no supplemental payments nor appointments can be made to a staff member on an approved leave of absence.
6. A staff member receiving a leave of absence must make arrangements with Human Resources for payment or waiver of all benefit insurance premiums during the months for which no salary is being paid. This affects medical, group life, long-term disability, vision and dental. Any employee who is on Family and Medical Leave will continue to be covered by group medical, dental and vision insurance to the extent the employee was covered prior to taking the leave. The employee must continue to pay his/her share of coverage, if any, during the Family and Medical Leave.
7. The procedures covering the repayment of P.E.R.S. contributions for periods when staff members are on an approved leave of absence are governed by provisions of the Ohio Revised Code and regulations of P.E.R.S. Human Resources should be contacted for assistance in applying to P.E.R.S. for this procedure.

Guidelines - Faculty and Non-Faculty Staff

A. Mis-use of a Leave of Absence

If a leave of absence is used for any purpose other than the one stated in the request, the entire balance of the leave may be cancelled and the faculty/staff member may be subject to disciplinary action and/or dismissal.

B. Early Return to Work from a Leave of Absence

If an individual elects to return to work prior to the expiration of his/her leave of absence, he/she must notify his/her supervisor and Human Resources in writing of the desire to revise the return date. The right to return to work earlier than scheduled is subject to the availability of work and the approval of the appropriate supervisors.