

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.

Each department is responsible for using the university of Akron approval process for such requests and approvals consistently with all departmental exempt and non-exempt staff employees. Provisions in collective bargaining agreements 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 eleven holidays annually:

Christmas day	Memorial day
Columbus day	New Year's day
Independence day	Presidents' day
Juneteenth	Thanksgiving day
Labor day	Veteran's day
Martin Luther King day	

(2) The dates on which these holidays are to be observed will be announced annually.

(3) If a holiday falls on Sunday, it will be observed on the following Monday; 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 - which includes approved sick leave, leave with pay, or vacation - the employee will be paid for the holiday. In order to qualify for holiday pay, an employ

the hours actually worked; such overtime will be in addition to the employee's normal pay for the holiday.

- (b) Any full- or part-time 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. on the da

- (e) Leave related to a child's birth or placement for adoption or foster care must be completed within the twelve-month period beginning on the date of the birth or placement.
- (2) A leave of absence of up to twenty-six weeks in any single twelve-month period (rolling forward) will be granted to eligible employees for the following purposes:
- (a) To care for a covered family member or next-of-kin (nearest blood relative) who has a serious injury or illness incurred by the service member in the line of duty on active duty in the armed forces (or existed before the active duty began and was aggravated in the line of active duty in the armed forces) and that may render the service member medically unfit to perform his/her duties. The service member must be: (i) undergoing medical treatment, recuperation or therapy; (ii) in outpatient status; or (iii) 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

employee is provisionally entitled to the FMLA leave pending the employer's receipt of the relevant medical information.

- (5) Group health benefits will be continued for the duration of an FMLA leave. Upon return, an employee will be restored to his or her original or an equivalent position with equivalent pay, benefits and other employment terms.
- (6) A "rolling" twelve-month period measured retrospectively from the date an employee uses any FMLA leave shall be used to determine the "twelve-month period" in which the twelve weeks of FMLA leave entitlement occurs.
- (7) Family and medical leave may be used on a continuous basis. It may also be used on an intermittent basis, or as a reduced work schedule as provided by law. Application for FMLA is made to human resources, and approval of the request made by human resources.
- (8) When intermittent or reduced work schedule leave is foreseeable due to planned medical treatment, the employee must make reasonable efforts to schedule the treatment so as not to unduly disrupt the university's operation, and the university may temporarily transfer the employee to

(1) Sick leave is defined as the authorized absence from duties for the following reasons:

- (a) Personal illness, pregnancy, or injury,
- (b) Exposure to contagious disease which could be communicated to other members of the university family,
- (c) Illness, injury or death (to a maximum of five days) in the employee's immediate family, or
- (d) Medical, psychological, dental, or optical examination or treatment of the employee or a member of the immediate family.

Definition of immediate family: The employee's immediate family is limited to the employee's spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, or a legal guardian or other person who, under Ohio law is legally recognized to stand in the place of a parent.

Where sick leave is required to care for a member of the immediate family, the department of benefits administration will require a physician's certificate to take effect at the presence of the employee, if necessary to care for the ill person.

(2) The university reserves the right to require a physician's certification or other verification in all instances of paid leave. When such certification or verification is required, it shall be collected by the department of benefits administration for audit and retention.

The absence from duties must be approved by the administrator to whom the individual on sick leave is responsible.

a pre- or post-delivery 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 in

year with the state, or any political subdivision of the state, have earned and will be due upon attainment of the first year of employment, and annually thereafter, pro-rated vacation leave with full pay. One year of service shall be computed on the basis of twenty-six biweekly pay periods.

(b) Formula for calculation (multiplying years of service times calculation factor):

Years of service	Calculation factor
0 - 7	.03875 x hours paid
8 - 14	.05750 x hours paid
15 - 24	.07750 x hours paid
25 or more	.09625 x hours paid

hours paid

released to work. Written verification is required. Only those hours/days certified above may be converted to sick leave.

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