

# T&L Paid Leave Policy and Procedures

There has been a lot of confusion in regards to paid leave time off and the appropriate procedure to follow. The following information will provide you with a detail explanation of the policies and procedures to be followed when using or accruing specific time.

## I. FACULTY AND STAFF: Vacation Time Usage

Twelve month faculty accrues vacation time. Monthly and Bi-weekly staff accrues vacation time. Any vacation time requesting to be scheduled must receive prior approval.

- A. Application of Leave Form (form and instructions can be found at <http://ehe.osu.edu/edtl/> under “RESOURCES”) needs to be completed and submitted to the Human Resource Administrator. Your hours requested will be verified available.
- B. The form will be forwarded to the School Director for signature approval.
- C. The form will be forwarded to Timekeeping Entry Designee for processing.

\*\*\*\*Nine month faculty does not accrue vacation time\*\*\*\*

## II. FACULTY AND STAFF: Sick Leave Time Usage

Twelve month, nine month faculty, monthly, and bi-weekly, staff accrues sick leave time. Prior approval must be received if applicable (e.g. Doctor or Dentist appointment, planned medical procedure, funeral). Any sick leave used at or beyond 24 hours (3 consecutive days) requires a Doctor’s excuse. Unexpected use of sick leave must receive approval immediately following your return to work and be accompanied with Doctor’s excuse if leave is at or beyond 24 hours (3 consecutive days). Paid Leave Policy 6.27 can be reviewed at the following website <http://hr.osu.edu/policy/policy627.pdf>.

- A. Application of Leave Form (form and instructions can be found at <http://ehe.osu.edu/edtl/> under “RESOURCES”) needs to be completed and submitted to the Human Resource Administrator. Attach any doctor excuses if applicable. Your hours requested will be verified available.
- B. The form will be forwarded to the School Director for signature approval.
- C. The form will be forwarded to Timekeeping Entry Designee for processing.

## III. FACULTY and STAFF: Travel/University Business Leave

Any faculty or staff who will be working at another location other than at The Ohio State University campus you are assigned to and are on the OSU payroll must complete an Application of Leave Form (form and instructions can be found at <http://ehe.osu.edu/edtl/> under “RESOURCES”) when traveling for university business.

- A. Application of Leave Form (form and instructions are located at <http://ehe.osu.edu/edtl/> under “RESOURCES”) needs to be completed and submitted to the School Director for signature approval. **Make sure to complete the additional information section on the form specifying reason for requested time.**

- B. The form will be forwarded to Human Resource Administrator for processing and records retention.

#### IV. NON-EXEMPT STAFF: Compensatory Time Earned and Used

Non-exempt (hourly) bi-weekly staff can earn compensatory time if they “work” over 40 hours within a work week. Compensatory time cannot be earned if vacation, sick leave, or compensatory time has been used within the work week. (Emergency Closing comp-time cannot be earned within the work week) Compensatory time needs to be reported on your time sheet and approved by your supervisor with signature and date (in gray box). **Compensatory time must be exhausted prior to requesting sick or vacation time. Any compensatory time that is not taken within 180 days of accrual will be paid out at your regular hourly rate.**  
<http://hr.osu.edu/Policy/policy610.pdf>

Non-exempt Bi-weekly staff can use earned compensatory time by completing an Application of Leave form and prior approval from your supervisor.

- A. Application of Leave Form (form and instructions are located at <http://ehe.osu.edu/edtl/> under “RESOURCES”) needs to be completed and submitted to the School Human Resource Administrator to verify compensatory time available.
- B. The form will be forwarded to the Timekeeping Entry Designee for processing.

#### V. NON-EXEMPT STAFF: Overtime Earned

Non-exempt bi-weekly staff can earn overtime with supervisors “**prior**” approval if the staff member “**works**” over 40 hours within a work week. Overtime cannot be earned if vacation, sick leave or compensatory time has been used within the work week (Emergency Closing OVT cannot be earned within the work week). Overtime needs to be reported on your time sheet with the overtime certification completed and approved by your supervisor with signature and date (gray box). (Time sheet and instructions can be located at <http://ehe.osu.edu/edtl/> under “RESOURCES”)

Scheduling Work and Overtime Compensation policy 6.10 can be reviewed at the following website <http://hr.osu.edu/policy/policy610.pdf> .