

T&L Paid Leave Policy and Procedures

The following information will provide you with a detailed explanation of the policies and procedures to be followed when using or accruing specific leave time.

All timesheets must be submitted via etimesheet (etimesheet.osu.edu). No paper copies will be accepted. (Instructions on how to submit an etimesheet can be found at <http://ehe.osu.edu/edtl/> under “RESOURCES”)

All leave requests must be submitted via eLeave (eleave.osu.edu). (Instructions on how to submit an eleave request can be found at <http://ehe.osu.edu/edtl/> under “RESOURCES”) (*University Business should be submitted on the paper- Application for Leave Form*)

I. FACULTY, STAFF, and SUPERVISORS:

Vacation:

Twelve month faculty, Auxiliary faculty, and monthly and bi-weekly staff accrue vacation time. (*9-Month faculty do not accrue vacation time.*) All vacation time requested **must receive prior approval.**

Sick Leave:

All faculty, and monthly and bi-weekly staff accrue sick leave time. Prior approval must be received if applicable (*e.g. Doctor or Dentist appointment, planned medical procedure, funeral*) when scheduling sick leave. **All 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 a Doctor’s excuse if leave used is at or beyond 24 hours (3 consecutive days).** If sick leave used is at or beyond 24 hours (3 consecutive days) and a Doctor’s excuse is not provided; vacation time will be used if available or if not available, unpaid leave will be applied. Paid Leave Policy 6.27 can be reviewed at the following website <http://hr.osu.edu/policy/policy627.pdf>.

University Business:

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. The form must include a reason for University business under the “Additional Information” area. (*Calculate each day taken as 8 hours.*)

II. NON-EXEMPT (Biweekly) STAFF/STUDENTS/SUPERVISORS:

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, compensatory time, or an Emergency Closing has occurred within the work week. Compensatory time must be exhausted prior to requesting sick leave 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> **When compensatory time earned is entered into etimesheet, prior approval must be submitted to the HR office by the supervisor.**

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, compensatory time, or an Emergency Closing has occurred within the work week. When overtime earned is entered into timesheet, prior approval must be submitted to the HR office by the supervisor as well as any funding changes for the overtime.**

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

Biweekly Deadlines:

Biweekly employees are to submit their timesheets/leave requests by Friday each week. Supervisors must approve any leave requests before they can approve a biweekly employee’s timesheet. Supervisors must approve each Monday by 10 AM. If an employee or supervisor misses a deadline that biweekly employee (staff or student) **will not be paid** for that pay period until next pay period. *No exceptions!!*

Monthly Deadlines:

Monthly employees are to submit leave requests in a timely manner to receive prior approval for leave. Supervisors should check their work lists weekly for any pending leave requests that need review/approval.

If you have any questions or concerns, please contact Jackie Severance at 614-292-8067; severance.15@osu.edu or contact Cathy Hardesty at 614-688-5492; hardesty.68@osu.edu.