

3357:13-16-70 Leaves of Absence

- (A) The purpose for this policy is to provide a standard for administering and granting employee leaves of absence.
- (B) It is the policy of North Central State College to grant leaves to all employees on a consistent basis without regard to race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation.
- (C) The below listed policies and procedures outline and provide specific detail to the various types of leave available to employees of North Central State College.
 - (1) Vacation Leave/Earned Time Off (ETO)
 - (a) Earned Time Off (ETO/Vacation) for Full-Time Staff (see procedure [16-701](#))
 - (b) Earned Time Off (ETO) for Part-Time Staff (see procedure [16-702](#))
 - (c) Earned Time Off (ETO) for Adjunct Faculty (see procedure [16-703](#))
 - (2) Sick Leave (see policy [16-71 Sickness and Disability](#))
 - (3) Personal Leave (see policy [16-72 Personal Leave of Absence](#))
 - (4) Professional Leave (see policy [16-73 Leave to Attend Professional Development](#))
 - (5) Jury Duty Leave (see policy [16-74 Absence Due to Court Service \(Jury Duty\)](#))
 - (6) Bereavement Leave (see policy [16-75 Bereavement Policy](#))
 - (7) Military Leave (see policy [16-76 Military Leave Policy](#))
 - (8) Leave without Pay (see policy [16-77 Extended Leaves of Absence without Compensation Policy](#))
 - (9) Federal Family & Medical Leave Act (FMLA) and Parental Leave (see policy [16-78 FMLA Policy](#) & procedure [16-781 FMLA Procedure](#))
- (D) General Employee and Department Responsibilities for Leaves (see individual policies/procedures for specifics)
 - (1) Employees should inform their supervisor at the earliest practical time of their absence or anticipated absence(s), with dates and proper (medical) documentation.

- (2) Failure to properly notify a supervisor of absence from work can constitute job abandonment, which is justification for termination.
- (3) The employee is responsible for completing the Request for Leave Form, providing supporting documentation, and following up on approvals.
- (4) Departments are responsible for notifying Human Resources and Payroll regarding leaves. The department is responsible for processing the necessary documents (Request for Leave Form, etc.) to process the requested leave in a timely manner.

Effective: August 27, 2019

Expires: August 1, 2024

Review Dates: 8/27/19