

## 3357:13-16-703 Earned Time Off (ETO) for Adjunct Faculty

### (A) Eligibility

- (1) Adjunct faculty teaching credit courses
- (2) Must have taught a minimum of two (2) semesters (within 2 consecutive academic years)
- (3) Must be scheduled to teach the entire semester

### (B) Schedule of Time Off

Adjuncts will receive one (1) excused day per semester.

### (C) Use

- (1) ETO may be used for any reason, including but not limited to, vacation, family needs, personal illness, appointments with healthcare providers, personal business, and bereavement.
- (2) ETO is subject to approval by supervisor.
- (3) ETO requests must be made in advance to the appropriate supervisor when foreseeable and may not be approved if advanced notice is not provided.

### (D) Leave Requests

Requests must be submitted to the Human Resources office on the Leave Request form.

Effective: May 1, 2016

Next Review: May 1, 2021

Review Dates: 4/26/16