

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

Expires: May 1, 2021

Review Dates: 4/26/16