Time off from work: policy for administrative leave.

(A) Except as modification may be necessary by the financial condition of the university at time of application or by the regulations of external granting agencies, the following shall constitute the policy of the board respecting administrative leave:

1. Administrative leave may be granted by the board, on recommendation of the president, for purposes of intellectual and professional enrichment promising to serve the best interests of the university.

2. Except in emergency or unusual cases, personnel applying for administrative leave shall file their requests with the appropriate unit head by October one of the year preceding the academic year in which the leave is intended to begin. The unit head must forward all requests for leave, with his or her recommendation, to the appropriate vice president.

(B) Unclassified exempt personnel at the rank of assistant dean and above or its equivalent, as determined by the president and vice presidents, may apply for leave on the basis of the following minimum terms of service:

1. After twelve quarters of full-time service, a leave of one quarter at full salary or two consecutive quarters at one-half salary.

2. After eighteen quarters of full-time service, a leave of three consecutive quarters at \( \frac{1}{2} \) salary or two consecutive quarters at three-fourths salary.

3. After twenty-four quarters of full-time service, a leave of two consecutive quarters at full salary or three consecutive quarters at two-thirds salary.

4. In determining eligibility for administrative leave only three quarters of full-time service in any one year may be counted. Following completion of an administrative leave, future eligibility shall be determined from the time of return from such leave.

5. A person granted administrative leave shall not, except by special
permission of the board on recommendation of the president, accept remuneration during the period of leave other than that paid him or her by the university and any prizes or academic awards that may be given him or her.

(6) A person on administrative leave shall receive any salary increase or promotion which he or she would have received had he or she remained in residence.

(7) Except in cases where university regulations require an earlier retirement, all administrative leave shall be granted with the understanding that the recipient is obligated to return to the university for at least one academic year immediately following the period of leave.

(C) For a special purpose, leave may be granted without regard to eligibility of the applicant for administrative leave. Since such leave is “special,” each case shall be handled on its individual merits.

Effective: February 21, 1980

Replaces: Rule 3361:30-3-01 of the Administrative Code.

Certification: Mary A. Owens signature

Mary A. Owens

Date: February 6, 1980

Promulgated under: R.C. Section 111.15
Rule amplifies: R.C. 3361.03;
R.C. 3345.28.
Prior effective date: March 16, 1978