3361:30-31-09 Time off from work: policy regarding leave for adoption and childrearing.

(A) The following rule applies to all employees except those employees covered by a collective bargaining agreement addressing this topic.

(B) An employee may be granted a leave of absence for a period of up to twelve months for the purpose of adoption or childrearing. The employee may use accrued vacation time and/or compensatory time to remain in paid status during a leave granted for adoption/childrearing. Sick time cannot be used for these purposes. All request for an adoption/childrearing leave of absence must be made in writing to the supervisor/manager/director.

(C) Verification of an adoption must be presented prior to the granting of the leave of absence for adoption.

(D) Subject to benefit plan restrictions, the university shall continue to contribute its portion of the cost of applicable benefits during the period an employee is on a leave of absence for adoption or childrearing with or without pay provided the employee makes his or her contributions.

(E) An employee does not accrue sick leave (time) or vacation time during a leave of absence for adoption or childrearing without pay.

(F) An employee shall not receive pay for holidays which fall during the leave of absence for adoption or childrearing without pay.

(G) Retirement plan contributions will be made pursuant to rules and regulations of the applicable pension system or plan.

(H) Any policies established by the human resources department pursuant to this rule shall comply with the requirements of the Family and Medical Leave Act as well as any other relevant federal or state law or regulation.

(I) In accordance with divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, this rule supersedes any portion of the Revised Code or Administrative Code covering the same subject matter, including but not limited to section 124.385 of the Revised Code.
Effective: July 15, 2012

Certification: [Signature]
Susan M. Stringer
Executive Assistant to the Board of Trustees and
Senior Vice President for Administration and Finance

Date: June 29, 2012

Promulgated under: R.C. Section 111.15
Rule amplifies: R.C. 3361.03
Prior effective date: October 26, 1978
February 21, 1980