The following rule applies to all employees not represented by a collective bargaining agreement.

(A) Eligibility and approval

(1) A leave of absence without pay for “family medical reasons” may be provided to an employee for purposes of this rule, a family medical reason is caring for a spouse or dependent child who is ill.

(2) All accrued sick leave and all accrued vacation leave must be exhausted before leave without pay for family medical reasons may begin.

(3) Leave without pay for family medical reasons and any extension of the leave must be approved in advance by the employee’s supervisor.

(4) When requesting leave under this rule, the employee must furnish a written statement from a doctor certifying the spouse or dependent child’s need for the employee’s care and an estimation of the employee’s expected date of return to work.

(B) Duration

(1) A leave of absence without pay for family medical reasons may be granted for up to six months.

(2) An extension not to exceed an additional six months may be granted.

(C) Continuation of benefits

Benefits for which the employee is eligible will continue during this leave except that the employee will not accrue sick and vacation credits or holiday pay during this period. Benefit arrangements must be made in advance by the employee with the benefits division personnel.

(D) Return to position
(1) Upon completion of a leave of absence for family medical reasons as described herein, the employee is to be returned to the position formerly occupied or, if the position no longer exists, to a similar position with the primary department.

(2) The vacancy created by this approved leave shall be filled on a temporary basis.

(3) If an employee fails to return to work at the expiration of an approved leave of absence and is notified by mail of the failure to return at the appointed date, the employee will be considered as “absent without authorized leave.”

Effective: October 5, 1987

Certification: Evelyn V. Bush signature

Evelyn V. Bush

Date: September 18, 1987

Promulgated under: R.C. Section 111.15
Rule amplifies: R.C. 3361.03.