

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

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

(B) Paid parental leave

(1) The human resources department may create a policy establishing employee eligibility and other requirements, limitations, and procedures for paid parental leave. Such paid parental leave may not exceed a maximum period of six weeks for the birth of an employee's child, placement of an employee's newly-adopted child who is seventeen years old or younger, which may include travel to secure the placement of the newly adopted child.

(C) Leave for adoption and childrearing

(1) Duration and requests

- (a) 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.
- (b) All requests 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.

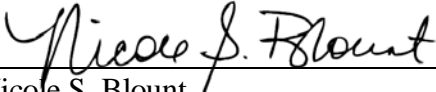
(2) Continuation of Benefits

- (a) 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 contributions.

- (b) An employee does not accrue sick leave (time) or vacation time during a leave of absence for adoption or childrearing without pay.
  - (c) An employee shall not receive pay for holidays which fall during the leave of absence for adoption or childrearing without pay.
  - (d) Retirement plan contributions will be made pursuant to rules and regulations of the applicable pension system or plan.
- (D) 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.
- (E) 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 14, 2021

Certification:   
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Nicole S. Blount  
Executive Director of Board Relations

Date: June 22, 2021

Promulgated Under: R.C. Section 111.15  
Rule Amplifies: R.C. 3361.03  
Prior Effective Date: October 26, 1978  
February 21, 1980  
July 15, 2012  
April 3, 2019  
January 5, 2021