

**3361:30-31-14                      Time off from work:    policy for leave for family medical reasons.**

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

(A)    Eligibility and approval

- (1)    A leave of absence for “family medical reasons” may be provided to an employee. For purposes of this rule, a family medical reason is defined as caring for an immediate family member who is ill. An immediate family member is defined as: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, mother, father-in-law, mother-in-law, grandparent-in-law, spouse, domestic partner, child, grandchild, legal guardian or other person who stands in place of a parent (in loco parentis).
- (2)    All accrued sick leave/time must be exhausted before leave without pay for family medical reasons may begin.
- (3)    Leave for family medical reasons and any extension of the leave must be approved in advance by the employee’s supervisor.
- (4)    If applicable, the period of approved leave will be designated as FMLA when appropriate and will be counted against the employee’s FMLA leave balance up to the full 12 weeks allowed.
- (5)    When requesting leave/time under this rule for five or more workdays, the employee must furnish a Certification of Healthcare Provider Form (CHCP) certifying the need for absence. The CHCP must include an estimation of the employee’s expected date of return to work.

(B)    Duration

- (1)    A leave of absence with pay for family medical reasons may be granted for duration of paid time off as long medical certification is provided..
- (2)    A leave of absence without pay for family medical reasons may be granted for up to six months as long as medical certification is provided.

(C)    Continuation of benefits

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 family medical leave of absence with pay provided the employee makes his or her contributions. Retirement plan contributions will be made pursuant

to rules and regulations of the applicable retirement plan.

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 family medical leave of absence without pay for up to one continuous year provided the employee makes his or her contributions.

The employee must make arrangements with the human resources department in order to continue payment for benefits (if applicable) during the period which no salary is paid. .

#### Return to position

- (A) Human resources policies establish the processes through which employees may return to work.

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

In accordance with ORC 124.14(F) (1)-(2), this rule supersedes any portion of any statute or administrative code covering the same subject matter, including but not limited to 124.38, 124.382, 124.385 and 124.387.

Effective: January 29, 2018

Certification:   
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Nicole S. Blount  
Executive Director of Board Relations

Date: January 12, 2018

Promulgated under: R.C. Section 111.15

Rule amplifies: R.C. 3361.03.

Prior effective dates: October 5, 1987