

3361:30-31-19

Time off from work: policy for accrual of sick time for unclassified employees.

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

- (A) Each full-time unclassified exempt employee shall be entitled to one and twenty-five-hundredths days of sick time per month in active pay status.
- (B) Each full-time unclassified non-exempt employee shall be entitled to 4.60 hours per 80 hours in active pay status.
- (C) Permanent part-time exempt employees accrue sick leave prorated on the percentage of their full time employment.
- (D) Permanent part-time non-exempt employees accrue sick leave prorated based on hours worked.
- (E) Sick time is not earned for any pay period an employee is on leave without pay.
- (F) An employee who transfers from employment with the state of Ohio or any political subdivision of the state of Ohio shall be credited with the unused balance of accumulated sick time, upon verification from the agency.
- (G) The previously accumulated sick time of an employee who has been separated from state service shall be credited to the employee upon reemployment in state service, provided that such reemployment takes place within ten years of the date on which the employee was last terminated from public service.
- (H) Unused sick time may accrue without limitation.
- (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.

Effective: April 25, 2018

Certification: Nicole S. Blount

Nicole S. Blount
Executive Director of Board Relations

Date: April 11, 2018

Promulgated under: R.C. Section 111.15
Rule amplifies: R.C. 3361.03
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February 21, 1980
July 15, 2012