

Applies to: Faculty, staff

Responsible Office

Human Resources

POLICY STATEMENT

The college strives to recruit and retain outstanding faculty and staff. The college recognizes that supporting faculty and staff in balancing career and personal life benefits the institution and its most important resource, people. The college provides paid vacation, sick, paid parental, jury duty/court appearance, and organ donation leave to respond to employee needs. Vacation donation provides financial assistance during approved **unpaid leaves** for: **life-threatening illness or injury** of self or **immediate family members**; childbirth, adoption and foster care placement; or death of an immediate family member.

Purpose of the Policy

To provide guidance on, and consistent application of, paid leave benefits designed to support faculty and staff as they balance career, personal, and family life.

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Definitions

Term	Definition
Active pay status	Conditions under which an employee is eligible to receive pay and includes but is not limited to vacation leave, sick leave, overtime, compensatory time off and holidays.
Adopted child	A child up to 18 years-of-age who is adopted through public, private, domestic, international, or independent means and who is not the step-child of the adoptive parent .
Birth mother	One who gives birth to a child.
Parent	One who is not the birth mother and who is legally responsible for child-rearing, including any one of the following: father, mother, spouse, adoptive parent, domestic partner , or employee using a surrogate/gestational carrier.
Adoptive parent	A parent who has taken a child into one’s family, through legal means, to raise as one’s own child.
Foster parent	One who has undergone a placement proceeding to assume child-rearing responsibilities.
Domestic partner	Same or opposite-sex adult partner who has met the requirement of and has completed an Certificate of Domestic Partnership with the Office of Human Resources.

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Term	Definition
Immediate family member	<p>Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; individual who stood <i>in loco parentis</i> to the employee when the employee was a child; and a child of a person standing <i>in loco parentis</i> to the child who is under 18 years-of age or 18 years-of-age or older and incapable of self-care because of a mental or physical disability.</p> <p>To use leave for the care of a domestic partner or for the corresponding relative of the partner, a completed Certificate of Domestic Partnership must be on file with the department and with the Office of Human Resources.</p>
Life-threatening illness or injury	An illness, injury, impairment, or physical condition that a licensed physician certifies as terminal or life threatening.
State of Ohio and any of its political subdivisions	Includes city, county, and state employers within Ohio and Ohio National Guard service.
Stillbirth	The loss of a fetus during or following the 20th week of pregnancy.
Unpaid leave	Leave without pay for personal or medical reason that has been approved under policy 2.6.33/Unpaid leave.

Policy Details

I. Vacation leave

A. Accrual

1. Vacation leave accrues while an employee is in **active pay status** and may be used from the date of employment. An adequate vacation leave balance must be accrued prior to usage.
2. Staff on regular, term, or temporary appointments of at least 12 months, at 100% full time equivalency (FTE), earn vacation leave in accordance with the accrual schedule. Vacation leave accrual is pro-rated for staff appointments of less than 100% FTE. Faculty appointments do not accrue vacation.
3. Accrual Credit for Prior Service
 - a. A college employee who previously worked for the **State of Ohio and any of its political subdivisions** may be credited for time served at that/those agency(ies), with the exception of reemployed retirees as noted in Policy Details.A.3.b. of this policy. Proof of service from the former agency(ies) must be submitted before service credit is granted. Vacation will be credited from the date that the employee notifies the college in writing of the previous service.
 - b. An employee who has retired in accordance with the provisions of any retirement plan offered by the State of Ohio (a reemployed retiree) will not have prior service with the State of Ohio, any political subdivision of the State, or a regional council of government counted for purposes of computing vacation leave.
 - i. A STRS/Alternative Retirement Plan participant will be treated as a reemployed retiree for purposes of this section if, at the time of separation from employment, the participant would have been eligible to receive retirement benefits under the STRS Ohio Defined Benefit Plan.
 - ii. An OPERS/Alternative Retirement Plan participant will be treated as a reemployed retiree for purposes of this section if, at the time of separation from employment, the participant would have been eligible to receive retirement benefits under the OPERS Traditional Pension Plan.
 - c. Employment outside that specified in this section, including student employment, federal employment, or employment with other states does not count toward service credit.

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- B. Use
 1. Vacation leave is charged in a minimum of one-tenth hours.
 2. Vacation leave may be used at the discretion of the employee with approval of the appropriate supervisor.
 3. Vacation requests will not be unreasonably denied.
- C. Balance transfer

Vacation leave balance transfers when an employee transfers from one college department to another and only occurs when the new position is eligible for vacation.
- D. Leave payout
 1. A staff member who terminates employment or transfers to a position that is ineligible for vacation will be paid any accrued vacation leave not used by the effective date, subject to the maximums of the vacation accrual schedule.
 2. Accrued vacation payouts are at the current rate of compensation.
- E. Carryover

Vacation leave accrued in excess of the maximum carryover will be eliminated on January 1 of each year.

Category (Full-time)	Years of Service	Hours Earned Per Bi-weekly Pay	Vacation Carryover/Payout
Support Staff	0 to 7	3.1	240
	7+ to 14	4.6	360
	14+ to 24	6.2	480
	24+	7.7	600
Admin & Prof	0 to 3	3.7	240
	3+ to 10	4.6	
	10+ to 24	6.8	
	24+	7.7	
Senior Admin & Prof	0 to 25	6.8	240
	25+	7.7	

- II. Sick leave
 - A. Accrual
 1. Staff on regular, term, or temporary appointments and faculty on regular appointments or temporary full-time appointments, accrue sick leave while in an active pay status for their primary college appointment. Sick leave does not accrue and cannot be used for any supplemental pay arrangements such as supplemental appointments, faculty teaching overloads, and faculty semester off-duty appointments.
 2. Sick leave does not accrue during unpaid leaves of absences.
 3. Part-time faculty do not accrue sick leave.
 4. Staff accrue sick leave at the rate of 4.6 hours per 80 hours of service.
 5. Faculty accrue 120 hours of sick leave per year.
 6. Sick leave accrual is pro-rated for appointments less than full time.
 7. Sick leave accumulation is unlimited.
 - B. Use
 1. Sick leave is charged in minimum units of one-tenth hour. An employee is charged for sick leave only for days upon which the employee otherwise would have been scheduled to work. Sick leave payment will not exceed the normal scheduled workday or work week earnings.

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2. Sick leave may be used from the date of accrual for the purpose intended according to the sick leave chart in this policy.
 3. Available sick leave and vacation leave balances, as applicable, must be exhausted prior to applying for unpaid leave. The college may waive this requirement in workers' compensation, short-term disability, and long-term disability cases.
 4. Sick leave may be taken on the approval of the appropriate supervisor, by notifying them as soon as possible on the day of the absence. In the absence of such notification, time will be charged to vacation or unauthorized absence.
 5. The college reserves the right to require employees to furnish proper evidence of illness.
 6. Sick leave usage applies to self or immediate family member.
 7. Sick leave for birth, adoption, or foster care placement may be taken in accordance with the Parental Leave section and sick leave usage chart in this policy.
 8. An employee who becomes eligible for workers' compensation payment for loss of time may choose to use sick, vacation, or compensatory leave before such payments are made. An employee who wishes not to use available leave to cover such loss of time must request an unpaid leave of absence in accordance with Policy 2.6.33, Unpaid Leave.
 9. Additional documentation may be required including but not limited to documentation from a health care provider, proof of birth, death certificate, or documentation in support of foster care placement.
- C. Balance transfer
1. Sick leave balance transfers when an employee transfers from one college department to another.
 2. An accrued and unused sick leave balance from the State of Ohio and any of its political subdivisions may be transferred to the college, if proof of accrued leave is provided by the transferring agency and re-employment occurs within 10 years.
- D. Leave payout
1. Employees retiring from active service with COTC with 10 or more years of state service and eligible to receive either a STRS or an OPERS benefit will be paid one-fourth of the sick leave balance up to a maximum payment of 240 hours. ARP participants with 10 or more years of state service and who would have been eligible to receive retirement benefits by meeting the age and service requirements under the OPERS traditional pension plan or the STRS defined benefit also are eligible for the sick leave pay out.
 2. Payment is based upon the rate of compensation at the time of retirement.
 3. The one-time retirement payout of sick leave eliminates all accrued sick leave on record.
 4. These same provisions apply to employees who die with 10 or more years of state service, with the sick leave pay out paid to the estate.

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Sick Leave Usage Parameters			
Event	Relationship to Employee	Documentation Required	Sick Leave Usage Limit*
Illness or injury	Self or immediate family member	Application for Leave and appropriate medical documentation	As approved
Health examination (medical, psychological, dental, or optical)	Self or immediate family member	Application for Leave and appropriate medical documentation	As approved
If a member of the immediate family is afflicted with a contagious disease or requires the care and attendance of the employee; or when through exposure to a contagious disease, the presence of the employee at the job would jeopardize the health of others	Self or immediate family member	Application for Leave and appropriate medical documentation	As approved
Foster care placement	Self	Application for Leave and proof of foster care placement	Up to 10 working days
Death	Immediate family member	Application for Leave and obituary or death certificate	Up to 5 working days

*Assumes adequate leave balance is available.

Event	Relationship to Employee	Documentation Required	Sick Leave Usage Limit*	
			Eligible for Paid Parental Leave	Ineligible for Paid Parental Leave
Birth	Self (birth mother)	Application for Leave and proof of birth	Limited by available Family and Medical leave**(FML), not to exceed 30 working days.	As approved per medical documentation
	Self (parent)	Application for Leave and proof of birth	Ineligible for Sick Leave; refer to Paid Parental Leave	Up to 10 working days.
Adoption	Self (parent)	Application for Leave and proof of adoption	Ineligible for Sick Leave; refer to Paid Parental Leave	Up to 10 working days

*Assumes adequate leave balance is available.
 **(Weeks of FML available) - (Weeks of Parental Leave) - (Weeks of Short-Term Disability payment) = Maximum weeks of Sick Leave available following the birth of a Child

III. Paid parental leave

- A. The purpose of Paid Parental Leave is to provide a birth mother or parent with paid time off to recover from childbirth and/or to care for and bond with a newborn or newly-adopted child.
 1. It is the intent of this policy to provide faculty and staff members with a paid leave benefit that may be combined with other leave programs to maximize the length of paid leave available and to supplement time off under Family and Medical Leave (FML) in the event of a birth or adoption of a child.
 2. Eligible faculty and staff may receive parental leave immediately upon hire.
 3. Paid Parental Leave is a benefit of employment and its use must not have a negative impact on employment status or opportunities.

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4. Departments should be sufficiently flexible in managing Paid Parental Application for Leaves so as to permit employees effectively to combine career and family responsibilities.
 5. Workload issues should be proactively managed so that excessive work demands are not placed on remaining faculty and staff.
- B. Eligibility requires meeting all of the following criteria:
1. The faculty or staff member is a birth mother or becomes a parent immediately following a birth or adoption; and
 2. The faculty or staff member holds at least 75% FTE in a regular or term appointment.
- C. Leave amount
1. Paid Parental Leave is paid at 100% of regular pay for the specified number of hours outlined in this policy. Employees with appointments of less than 100% FTE will receive pro-rated pay based upon FTE percentage.
 2. All eligible faculty and staff (birth mother and parent) may take up to 120 hours (3 work weeks, based on an appointment of 100% FTE) of Paid Parental Leave to care for, and bond with, a newborn or newly adopted child.
 3. All eligible birth mothers may take up to an additional 120 hours of Paid Parental Leave for recovery from childbirth for a maximum benefit of 240 hours (6 work weeks, based on an appointment of 100% FTE).
- D. Use
1. Paid Parental Leave ordinarily begins following the birth or adoption of a child.
 2. However, when medically necessary or necessary to fulfill the legal requirements for an adoption, Paid Parental Leave may be taken prior to the birth or adoption, provided all eligibility requirements are met when the leave begins.
 3. Paid Parental Leave shall be exhausted prior to the use of Sick Leave in excess of the maximum Paid Parental Leave allowed for a birth mother.
 4. Parental leave does not have to be exhausted prior to the use of short-term disability.
 5. Paid Parental Leave shall be exhausted prior to the use of Vacation Leave, Compensatory Time, or Unpaid Leave, when such leave is requested for the purpose of a birth or adoption event.
 6. Parents may take parental leave at one time or intermittently prior to the birth or adoption (per Policy Detail III.D.2) and/or during the first year following the birth or adoption with advanced notice, scheduling, and college approval.
 7. Paid Parental Leave will run concurrently with Family Medical Leave (FML), to the extent that an individual has an available amount of FML at least equivalent to the length of the Paid Parental Leave to be taken. If the amount of FML available is less than the amount of Paid Parental Leave to be taken, Paid Parental Leave still will be granted as specified in this policy, without regard to the existence of the individual's available FML. The return to work provision of Policy 2.6.41 *Family and Medical Leave* will apply.
 8. A birth mother may choose to return to work prior to the exhaustion of parental leave and must present a dated return-to-work authorization provided by the health care provider. After the birth mother's return to work, the remaining parental leave may be taken on an intermittent schedule with advanced notice, scheduling, and college approval within one year from the birth of a child.
 9. Paid Parental Leave may be used in cases of **stillbirth**. In such event, a maximum of 2 weeks of Paid Parental Leave may be used and appropriate medical documentation is required. Additional time may be used from sick leave balances when supported by medical documentation.
 10. One Paid Parental Leave benefit is available per employee, per birth or adoption event. The number of children involved does not increase the length of Paid Parental Leave granted for that event.
- IV. Vacation donation
- A. Eligibility

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1. The recipient may request to receive donated vacation to provide care for their own or an immediate family member's life threatening or terminal illness or injury. The use of donated vacation may also be requested for: the birth, adoption, or foster placement of a child; or for the death of an immediate family member. Refer to the sick leave usage parameters table for each qualifying leave type.
2. The recipient must have a regular or term appointment that is eligible to accrue sick leave and must have exhausted all paid leave balances before using donated vacation. The recipient may not be receiving any paid benefit from the college (Long-Term Disability and/or Workers' Compensation).
3. The donor must have a minimum balance of 80 hours of vacation remaining after donation (minimum should be prorated according to donor FTE).

B. Use

1. Sick and compensatory time may not be donated.
2. Donated vacation can only be applied for after unpaid leave is approved.
3. The recipient may use up to 4 weeks of donated vacation time (up to 160 hours, prorated based on FTE). Maximum exceptions must be approved by the president and the Office of Human Resources.
4. Donated vacation may not be used to exceed the recipient's normally scheduled work hours per pay period and must be donated in 8-hour increments.
5. Leave taken using donated vacation may not be counted in the calculation of unpaid leave balances.
6. Donated vacation may run concurrently with Family and Medical Leave.
7. Donations cannot cross institutions; donor and recipient must both be paid by Central Ohio Technical college.
8. Donated vacation cannot be paid from a sponsored research project (grant or contract).
9. Donated vacation hours are converted into an equivalent number of sick time hours, regardless of differences between participants' pay rates.
10. Unused donated vacation hours are forfeited and will not be returned to the donor.
11. Requests to receive donated vacation made by individuals in the disciplinary process for attendance-related concerns are approved at the college's discretion.
12. The recipient is prohibited from soliciting co-workers for vacation leave. Donations must be voluntary.

V. Jury duty/court appearance

- A. An employee will be granted excused absence from work without loss of pay when:
 1. the employee is summoned for jury duty or is subpoenaed to appear before any court or other legal body authorized to compel the attendance of a witness, provided that the employee is not a party to the action.
- B. Any employee who is appearing before a court or other legal body in a matter in which the employee is a party will apply for paid or unpaid leave for that absence. Examples include criminal or civil cases, traffic court, divorce proceedings, custody, or appearing as directed as parent or guardian of a juvenile.

VI. Organ donation leave

A. Eligibility

1. Regular employees with 75% FTE or greater appointments, who donate an adult kidney or any portion of an adult liver will receive up to 240 hours of leave with pay during each calendar year. These hours will be paid at the employee's regular rate of pay for regularly scheduled work hours that the employee is medically unable to work.
2. Regular employees with 75% FTE or greater appointments, who donate adult bone marrow will receive up to 56 hours of leave with pay each calendar year. These hours will be paid at the employee's regular rate of pay for regularly scheduled work hours that the employee is medically unable to work.
3. Regular employees with less than 75% FTE appointments, and intermittent, seasonal, and temporary employees are ineligible for Organ Donation Leave.

B. Use

1. Organ donation leave should be exhausted prior to using any sick leave or vacation leave.
2. Organ donation leave will run concurrently with other college leave programs (e.g. Family Medical Leave).

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PROCEDURE

I. Vacation leave procedure

Vacation leave is arranged and approved in accordance with each department’s operational needs using the Application for Leave form.

II. Sick leave procedure

- A. Sick leave notification and approval are established based upon departmental procedures. Sick leave is requested using the Application for Leave form.
- B. If medical attention is provided, documentation from a health care provider stating the nature of the illness or injury may be requested.

III. Paid parental leave procedure

Paid parental leave is arranged and requested by the employee using the Application for Leave.

Position, or Office	List of Responsibilities
Employee	<ol style="list-style-type: none"> When the use of Paid Parental Leave is anticipated, provide written notice to the manager or to the appropriate person within the department as far in advance as possible. Ensure that an Certificate of Domestic Partnership is on file with the Office of Human Resources for the use of Paid Parental Leave as a domestic partner. Submit an Application for Leave form, in conjunction with any other appropriate written documentation pursuant to Family Medical Leave (FML).
Department	<ol style="list-style-type: none"> Ensure that Paid Parental Leave is appropriately documented. Manage Paid Parental Application for Leaves effectively to provide flexibility for individuals to use the leave when appropriate, while balancing remaining workloads within the department. Consult with employees to assist with maximizing the use of all leave benefits available to them.
Human Resources	<ol style="list-style-type: none"> Consult with individuals and departments on appropriate use of Paid Parental Leave and other applicable leave programs. Consult with departments to ensure that Paid Parental Leave is managed effectively for the mother, father, domestic partner, or adoptive parent.

IV. Vacation donation procedure

Position, or Office	List of Responsibilities
Employees	<ol style="list-style-type: none"> Recipient must submit an Application for Leave form to request unpaid leave. For illness/injury, documentation must also include a note from the physician stating that the medical condition is terminal or life threatening. For the birth or adoption/foster placement of a child, documentation must include proof of birth or adoption/foster placement. For the death of an immediate family member a copy of the death certificate/obituary must be provided. Recipient must sign a Vacation Donation Recipient Agreement. Donor must sign a Vacation Donation Donor Agreement. Donors and recipients collaborate with OHR to assure the leave request is handled appropriately.
Department	<ol style="list-style-type: none"> A manager or human resource staff member must meet with the donor(s) and recipient individually to review guidelines and obtain signed a Vacation Donation Recipient Agreement and a Vacation Donation Donor Agreement. The department will contact the Office of Human Resources to ensure the recipient is not earning other paid benefits. The Office of Human Resources must be notified prior to approval of the request. The department approves/disapproves the request in consultation with the Office of Human Resources.
Human Resources	<ol style="list-style-type: none"> The Office of Human Resources will consult with individuals and department as appropriate.

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Position, or Office	List of Responsibilities
	2. The Office of Human Resources will review and approve requests for exceptions to the maximum number of hours donated and track completed donations.

V. Jury duty/court appearance leave procedure

- A. For jury duty/court appearance leave, a subpoenaed individual should notify his or her supervisor as soon as possible upon receipt of the subpoena and submit an Application for Leave form indicating hours and dates of required court appearance. If the individual’s normally scheduled working hours are other than first shift, the supervisor should change the individual’s shift to first shift or to hours that coincide with the jury duty daily assignment.
- B. Upon release from this public service, the individual should contact his or her supervisor immediately regarding return to college duties and to their regular shift assignment.

VI. Organ donation leave procedure

- A. When organ donation leave is anticipated, verbal notice should be given as far in advance as possible, followed by written documentation to include an Application for Leave form indicating hours and dates of leave and supporting medical certification from an appropriate health care provider.
- B. Department will approve and process accordingly.

VII. Compliance and fraud

- A. Employees failing to comply with leave rules and procedures may be denied use of leave.
- B. Application for leave with the intent to defraud and/or falsification of leave documentation may result in dismissal and reimbursement to the college of salary or wages paid during such leave.

Resources

I. Policies

- A. [Family and Medical Leave Policy 2.6.41](#)
- B. [Military Leave/Reemployment Rights Policy 2.6.30](#)
- C. [Unpaid Leave Policy 2.6.33](#)

II. Forms

- A. [Application for Leave Form](#)
- B. [Certificate of Domestic Partnership](#)
- C. [Certification for Serious Injury or Illness of Covered Service Member—for Military Family](#)
- D. [Certification for Qualifying Exigency for Military Family Leave](#)
- E. [Medical Certification of Health Care Provider for Employee’s Serious Health Condition](#)
- F. [Medical Certification of Health Care Provider for Family Member’s Serious Health Condition](#)
- G. [Vacation Donation Donor Agreement](#)
- H. [Vacation Donation Recipient Agreement](#)

Contacts

Subject	Office	Telephone	E-mail/URL
Policy, benefits	Office of Human Resources Founders Hall—Rm 1014	740-366-9367	http://www.cotc.edu/depts/Pages/Office-of-Human-Resources-.aspx

History

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