

3359-11-01 Sick leave for school of law faculty, ~~contract professionals~~ professional staff, ~~classified, unclassified exempt staff~~ and other non-bargaining unit faculty.

(A) General policy.

- (2) There is no accumulation of benefit ~~which~~ leave of absence without compensation.
- (3) Sick leave accrual shall accumulate without ~~limit~~, from the date of hire. All sick leave accrued by existing employees from their ~~date~~ hire shall be ~~reinstated~~, less actual sick leave taken and recorded ~~as~~ such under ~~the~~ prior policy.

(C) Procedure governing ~~use~~ utilization of sick leave.

- (1) Sick leave is authorized upon the ~~request~~ request of the employee and approval of the department head by the ~~employee~~ employee or employee's legal ~~representative~~ representative notifying the department head as soon ~~as~~ practicable, presumably ~~on~~ the first day of absence.
- (2) The university reserves the right to ~~require~~ require a physician's certification or other verification in all instances of ~~paid~~ leave. When such ~~certification~~ certification or verification is required, it shall be collected by the ~~department~~ department of benefits administration for audit and retention.
- (3) When paid sick leave is used, it ~~will~~ will be deducted from the employee's accumulated total, one hour for each hour of ~~absence~~ absence. However, managers may allow some flexibility in scheduling ~~worktime~~ work for a single day ~~where~~ reasonable and practical.
- (4) For twelve-month faculty ~~professional staff~~ professional staff ~~contract professionals~~ ~~classified and unclassified exempt staff~~ a continuous period of sick leave commences with the first day, or part of a day, of an absence ~~and~~ includes all subsequent days, or part of a day, except Saturdays, Sundays, and ~~holidays~~ holidays observed by the university of Akron until the employee returns to work. ~~However~~, Saturdays, Sundays, and holidays shall be included in the calculation of a ~~continuous~~ continuous period of sick leave for those employees who may be ~~scheduled~~ scheduled to work on those days.
- (5) For nine-month faculty, a ~~continuous~~ continuous period of sick leave commences with the first day of an absence and includes all ~~days~~ days ~~when~~ sessions are in session during the academic year or summer session except ~~Saturday~~ Saturdays, Sundays, and holidays observed by the university of Akron. However, ~~Saturday~~ Saturdays, Sundays, and holidays shall be included in the calculation of a ~~continuous~~ continuous period of sick leave for those employees who may be scheduled to work on those days.
- (6) The department of benefits administration ~~shall~~ shall establish a sick leave reporting system for faculty, and professional staff ~~contract professionals, classified and unclassified exempt staff~~
- (7) In all cases of leave ~~for~~ illness or injury, the ~~university~~ university may require written certification by a physician attesting to ~~an~~ employee's fitness to return to work.
- (8) Paid sick leave will be charged when used.

(D) Transfer of sick leave.

- (1) An employee who transfers from one ~~public~~ agency to another, or who is reappointed

or reinstated, or who transfers from one

Effective: ~~4/20/2019~~ [10/14/2023](#)

Certification: _____
M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 124.38; 124.39; 3359.03

Rule Amplifies: 3359

Prior Effective Dates: 08/24/1996, 09/11/2000, 03/15/2001, 06/25/2007,
05/09/2014, 02/01/2015, 12/22/2016, ~~10/14/2019~~ [10/14/2023](#)