

3359-26-04 Absence from campus.

- (A) All non-exempt staff employees are required to request and have approved by their supervisor all absences from campus for each instance involving vacation, sick leave,

- (b) Any full- or part-time exempt staff employee required to work on a designated holiday will be entitled to time off equal to the number of hours actually worked; such time off will be in addition to the normal pay for the holiday and is to be taken at the approval of the supervisor.
- (6) If the university is officially closed at five p.m. on the day prior to a board of trustees' approved holiday (ex: Wednesday prior to Thanksgiving):
 - (a) For employees whose normally scheduled work day falls all or in part after five p.m., an effort may be made by the supervisor and employee to reschedule those hours within the same work week. Otherwise, the employee will be expected to work the normal schedule. If the hours are not worked or rescheduled, the employee may utilize vacation leave in order to be paid.
 - (b) Part time employees are entitled to holiday pay for that portion of any holiday for which the employee would normally have been scheduled to work.
- (C) Family and medical leave.
 - (1) Under the Family and Medical Leave Act of 1993 ("FMLA"), up to twelve weeks of leave without pay during any twelve-month period are provided to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed by the university for at least twelve months, this twelve-month period need not be consecutive, and worked at least one thousand two hundred fifty

placement.

- (2) A leave of absence of up to twenty-six weeks in any single twelve-month period (rolling forward) will be granted to eligible employees for the following purposes:
 - (a) To care for a covered family member or next-of-kin (nearest blood relative) who has a serious injury or illness incurred by the service member in the line of duty on active duty in the armed forces (or existed before the active duty began and was aggravated in the line of active duty in the armed forces) and that may render the service member medically unfit to perform his/her duties. The service member must be: (i) undergoing medical treatment, recuperation or therapy; (ii) in outpatient status; or (iii) on the temporary disability retired list for the serious illness, or injury.

- (5) Group health benefits will be continued for the duration of an FMLA leave. Upon return, an employee will be restored to his or her original or an equivalent position with equivalent pay, benefits and other employment terms.
- (6) A "rolling" twelve-month period measured retrospectivel

paragraph (C) of this rule). Use of maternity leave shall count as part of the twelve-week FMLA leave.

- (J) Paternity leave. A full-time employee who is on active pay status upon a pregnant spouse's delivery is granted, within one-hundred and eighty days of the delivery, twenty working days of paid paternity leave which will not be taken from accrued sick leave, but counted as part of FMLA leave.
- (K) Adoptive and foster parent leave. Upon the adoption of a child or arrival of a foster child, a full-time employee who is on active pay status is entitled to twenty working days of paid leave which will not be taken from accrued sick leave, but counted as part of FMLA leave.
- (L) Tardiness. An employee is expected to report for work at the scheduled starting time. Unreported, unexcused, and/or excessive tardiness may result in disciplinary action.
- (M) Vacation.

(1) Non-exempt employees (full-time).

- (a) A non-exempt, full-time university employee shall, after service of one year with the state, or any political subdivision of the state, have earned and will be due upon attainment of the first year of employment, and annually thereafter, eighty hours of vacation leave with full pay. One year of service shall be computed on the basis of twenty-six biweekly pay periods.
- (b) The amount of annual vacation to which a full-time employee is entitled is determined by the number of accumulated years of service according to the following guidelines:
 - (i) Less than one year of service - no vacation,
 - (ii) One year, but less than eight years of service - eighty work hours,
 - (iii) Eight years, but less than fifteen years of service - one hundred twenty work hours,
 - (iv) Fifteen years, but less than twenty-five years of service - one hundred sixty work hours, and
 - (v) Twenty-five years of serv

pro-rated vacation leave with full pay. One year of service shall be computed on the basis of twenty-six biweekly pay periods.

(b) Formula for calculation (multiplying years of service times calculation factor):

Years of service	Calculation factor
0 - 7	.03875 x hours paid
8 -14	.05750 x hours paid
15 - 24	.07750 x hours paid
25 or more	.09625 x hours paid

(3) Vacation credit.

(a) An employee earns vacation credit as follows:

- (i) 3.1 hours per biweekly pay period for those entitled to eighty hours per year,
- (ii) 4.6 hours per biweekly pay period for those entitled to one hundred twenty hours per year,
- (iii) 6.2 hours per biweekly pay period for those entitled to one hundred sixty hours per year,
- (iv) 7.7 hours per biweekly pay period for those entitled to two hundred hours per year.

(b) Vacation credit can be accumulated to a maximum of that earned in three years of service. Any vacation accrued over the amount earned in a three-year period will be forfeited.

(c) Upon separation from employment payment for accrued and unused vacation leave shall be made upon separation of service from the university of Akron, upon death of the employee, or if the employee moves to part-time. Such payment will be made in a lump sum based on the rate of compensation at separation for any accrued but unused vacation leave, subject to a maximum of that earned in three years of service.

(4) The office of human resources shall establish a reporting system which shall provide for annual reporting by the dean or administrative director covering vacation accumulation and usage of each employee under the dean or director's supervision.

(5) Vacation leave may not be converted to sick leave unless the employee is admitted to or treated in a hospital or is under the treatment of a licensed physician and is not released to work. Written verification is required. Only those hours/days certified above may be converted to sick leave.

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Certification: _____
M. Celeste Cook
Secretary
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