3358:11-5-45 Leave without pay.

(A) Purpose. Any employee who requests time off without pay must complete the appropriate form to cover unpaid maternity leave, unpaid sick leave, etc.

(B) Guidelines.

(1) Unpaid leave may only be requested in half-day (four hour) or full day (eight hour) increments. If taken in conjunction with paid leave, it may be taken in smaller increments.

(2) Leave without pay may only be used after accrued vacation has been exhausted.

Effective date: July 15, 2005

Eugene C. Lapko
Certification

May 10, 2005
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
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