



**3344-62-09 Vacation and sick leave.**

(A) Vacation leave

- (1) **Accrual.** Full-time librarians earn vacation leave at the rate of 1.83 days a month or a total of twenty-two (22) workdays per year, prorated for the nine month or Ten month academic year. Librarians appointed to a part-time position of one half time or more will earn vacation leave on a prorated basis. Full-time librarians on a nine or ten month academic year who are issued a supplemental summer contract are not required to use vacation during the summer semester.
- (2) **Scheduling.** Vacation leave shall be available to librarians to the extent earned. Librarians shall schedule their vacations after consultation with and approval by their supervisor. Whenever possible, vacations shall be scheduled at the preference of the librarians.
- (3) **Holidays.** When an official university holiday occurs while a librarian is on vacation leave, the librarian shall receive holiday pay.
- (4) **Maximum accumulation.** Vacation leave accumulation may not exceed forty-four (44) days at any time within a fiscal year. On June 30 of each year, librarians may carry over a maximum of thirty (30) days (240 hours) of accumulated vacation leave to the next fiscal year. The vice president for business administration & finance or designee may grant exceptions to the vacation leave carryover limitation at his/her discretion.
- (5) **Termination.** Upon termination of employment, librarians are entitled to pay for up to a maximum of twenty-two days.

- (6) Balance Tracking. The university will continue to provide a statement of a librarian's accumulated vacation.

(B) Sick leave

Sick leave with pay is a benefit available during absence due to personal illness; injury; medical confinement or disability; medical, dental or optical examinations; for the illness of or medical attention for a member of the immediate family; to cover a period of quarantine required by exposure to a contagious disease; or for the death of a member of the immediate family. For the purpose of this policy immediate family includes mother, father, sister, brother, spouse, daughter, son, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild, stepparent, stepchild, legal guardian, registered same sex domestic partner, or other person who stands in place of a parent.

- (1) Accrual. Sick leave will accumulate at the rate of 1.25 days (ten hours) for each month of service, without limit, including periods of vacation and sick and other paid leave. Sick leave accumulation is pro-rated for nine and ten month academic year appointments. Librarians on less than full-time status shall receive sick leave credits proportionate to the percent of time or hours worked as compared to full-time librarians.
- (2) Notification and Certification. For planned absences consistent with this policy, a librarian must notify the appropriate supervisor and gain prior approval. For unanticipated absences consistent with this policy, sick leave with pay shall be granted provided the librarian has reported the absence to the supervisor prior to the beginning of duty or as soon as practicable, except in case of an emergency. Librarians failing to comply with sick leave notification procedures or who abuse sick leave may be subject to discipline.

- (3) Medical Certification. The university reserves the right to require medical certification in cases of planned or unanticipated absence and prolonged or repeated absence. The university ordinarily will not require such a certificate in the case of illness or injury of less than three (3) days duration. The university may also require medical certification as evidence of the librarian's fitness to return to work.
- (4) Transfers/other public service. If a librarian transfers from one department of the university to another, from the university to another Ohio public agency, or from another state of Ohio agency to Cleveland state university, accumulated sick leave credits will transfer insofar as allowed by law. Proof of sick leave credits must be furnished in writing to the university by the former employer of the librarian transferring credits from another state of Ohio employer.
- (5) Holidays. When a holiday occurs during a period of paid sick leave, the librarian receives regular holiday pay; the time is not charged to sick leave.
- (6) Exhaustion of sick leave balance. If an absence is due to sickness and extends beyond accumulated sick leave, the librarian may request vacation with the supervisor's approval. Bargaining unit librarians may also be eligible for the sick leave bank as provided for in the CSU/SEIU district 1199 agreement. Leave without compensation may be requested in accordance with the provisions for unpaid leaves.
- (7) Disability. If the disability due to sickness extends beyond three (3) months, eligible librarians may apply for disability benefits.

- (8) Balance tracking. The university shall continue to provide a statement of accumulated sick leave.
- (9) Record keeping. The university shall establish and maintain procedures for recording the use of sick leave.
- (10) Retirement. Upon retirement librarians with ten (10) or more years of service with the state of Ohio, at least five (5) years of which have been at Cleveland state university, shall be compensated in an amount not to exceed one-fourth of the value of accrued but unused sick leave credit based on the rate of compensation at the time of retirement insofar as is allowed by law. The maximum payment shall be for 240 hours based on an 8-hour working day.

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