Sick and Vacation Leave Tips

This document is intended to be a quick overview to assist with University leave. For official answers, please direct them to Bryan Dodrill @ dodrill.24@osu.edu.

- The employee’s supervisor, often the Area Leader (AL), authorizes leave forms and timesheets online for all staff in their respective area.
- It is the responsibility of each employee to submit their own leave (or timesheet, if applicable) in the on-line system at https://eleave.osu.edu and https://etimesheet.osu.edu.
- Leave is to be submitted in advance of being taken or immediately following. It is understood that in some situations sick leave is not planned in advance or on occasion vacation.
- Leave balances appear on every individual’s paystub and it is their responsibility to monitor the accuracy of the balance(s).
- Paystubs can be viewed by visiting eprofile.osu.edu.

Process for Exempt Personnel (paid monthly)

- Leave for the previous month is submitted and approved online before the 12th of the month so that it will be reflected on paystubs the end of the month; if submitted after the eLeave file load date, leave will be deducted the following month.
- The hourly accrual rate is different rate each month based on the number of days in the month (these rates change annually). The accrual rate chart can be found at https://hr.osu.edu/benefits/leave/accrual/
- The hours submitted online are reflected in balances that appear on pay stubs. Paystubs now contain the official balance.

Process for Bi-Weekly Staff

- Leave must be submitted each week at https://eleave.osu.edu
- Leave must be approved before the timesheet can be finalized. Once the leave is approved on-line, it automatically feeds the hours taken into the timesheet.
- A timesheet must be submitted on-line each week at https://etimesheet.osu.edu
- Leave/Comp time must appear in the employee’s balance before being used.

Service Date/Anniversary Month

Vacation balances are adjusted in the system during the month/pay period of the employee’s service date/anniversary. It is the responsibility of the employee to monitor the leave balances so that leave is not lost due to allowed carryover. The employee’s benefits service date can be found in the eLeave system. Vacation leave accrued more than the maximum carryover will be eliminated at the end of the pay period in which an employee’s anniversary date/benefits service date occurs each year. Paid Leave Policy 6.27.

**Special Note: Paid Leave Policy 6.27 states that vacation leave accrued in excess of the maximum carryover will be eliminated at the end of the pay period in which an employee's anniversary date/benefits service date occurs each year. Will I lose accrued vacation hours accumulated over the maximum if COVID-19 restrictions limit my ability to take vacation before my anniversary date?**

- A vacation exception to allow use of accrued vacation over the established maximum carryover amounts as stated in Paid Leave Policy 6.27 has been extended to include every employee whose service anniversary date is between March 22, 2020 through December 31, 2020. These individuals will have until their 2021 service anniversary to utilize over maximum accrued vacation.
If you feel that your balance is not correct, contact Kyle Bennett @ bennett.693@osu.edu

Accrual Rate Charts

Accrual rate increases are based on years of service and take effect in the month/pay period of the employee’s benefits service date/anniversary and not at the beginning of a fiscal or calendar year. Intervals of rate change vary as it is based on FTE and classification. Accrual rates can be found at https://hr.osu.edu/benefits/leave/accrual/

Carry Forward Hours

In an anniversary month/pay period, A&P staff may carry forward only 240 vacation hours, plus the hours accrued in the anniversary month/pay period. If an individual has a balance more than 240 hours (after any leave has been submitted and approved in the month has been subtracted) a reduction is necessary. Example for December 2019: 240 (carry forward) + 10.6 (accrual rate) = 254.6 balance beginning January 2020 (not including hours that may have been submitted and approved in December).

Classified Civil Service staff carries forward vacation hours equal to the total of the past three year's accrual. The overage of carry forward hours will be cut in the pay period in which the anniversary date falls.

Vacation Donation

If you have a large vacation balance and would like to contribute, contact your Area Leader as they may know of an individual who has exhausted their leave due to an extended medical issue. Kate Lobley is our contact within CFAES (lobley.82@osu.edu).

Employees who donate vacation time must have 80 hours of vacation left after making their donation. People paid from projects may not donate. The donor must complete a Vacation Donation Donor Agreement Form and return to Kate. Donations must be made in increments of eight hours. Employees wanting to coordinate a donation with their anniversary should notify Kate of their anniversary date and return the Donor Agreement at the beginning of the anniversary month.

The recipient may request to receive donated vacation to provide care for their own or an immediate family member’s life threatening injury or illness. 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.

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 such as Short-Term or Long-Term Disability and/or Workers’ Compensation. Kate will coordinate when the employee is eligible to start using the time that has been donated to them. Employees may not actively solicit donations for themselves, so please work with Kate directly to express any need or to make any donations.

Family Medical Leave (FML)

FML inquiries should be directed to OSU Leave Administrator, Chelsea Cerimele at cerimele.12@osu.edu or call 614.688.1115.

Links

- University Payroll Dates – https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule