

Sick and Vacation Time Off 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 or Dawnielle Essig @ essig.33@osu.edu.

- The employee's supervisor, often the Area Leader (AL), authorizes time off and timesheets online for all staff in their respective area.
- It is the responsibility of each employee to submit their own [time off](#) and [timesheet](#) in the on-line system via [Workday](#).
- Time off is to be submitted in advance of being taken or immediately following. It is understood that in some situations sick time off is not planned in advance or on occasion vacation.
- [Time Off balances](#) appear on every individual's paystub and can also be found in [Workday](#) and it is their responsibility to monitor the accuracy of the balance(s).
- [Payslips](#) can be viewed by visiting [Workday](#).

Process for Exempt Personnel (paid monthly)

- Time off for the previous month is submitted and approved online before the 12th of the month so that it will be reflected on the payslip at the end of the month; if submitted after the file load date, time off will be deducted the following month.
- The hourly accrual rate is different 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 payslips. Payslips now contain the official balance.

Process for Bi-Weekly Staff

- Time off must be submitted in [Workday](#).
- Once the time off is entered on-line, it automatically feeds the hours taken into the timesheet.
- A timesheet must be submitted on-line each week in [Workday](#).
- Time off/Comp time must appear in the employee's balance before being used.

Service Date/Anniversary Month

Vacation balances are adjusted in the system on the employee's time off service date. The [employee's Time Off Service Date](#) can be found in [Workday](#). Vacation accrued more than the maximum carryover will be eliminated on the employee's time off service date. [Paid Time Off Policy 6.27](#). It is the responsibility of the employee to monitor the time off balances so that leave is not lost due to an overage of maximum allowed carryover.

If you feel that your balance is not correct, contact Bryan Dodrill @ dodrill.24@osu.edu or Dawnielle Essig @ essig.33@osu.edu.

Carry Forward Hours

A&P staff may carry forward only 240 vacation hours (as of their employee time off service date). If an individual has a balance more than 240 hours, a reduction is necessary.

Classified Civil Service staff carry forward vacation hours equal to the total of the past three year's accrual. The overage of carry forward hours will be cut on the employee's time off service date.



Accrual Rate Charts

Accrual rate increases are based on years of service and take effect on the employee's time off service date and not at the beginning of a fiscal or calendar year. Intervals of rate change vary as it is based on FTE and classification. Vacation and Sick Time Off Accrual rates can be found at <https://hr.osu.edu/benefits/leave/accrual/>

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 time off due to an extended medical issue.

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. Donations must be made in increments of eight hours. Employees wanting to coordinate a donation with their time off service date should notify their Area Leader of their time off service date and return the Donor Agreement Form prior to their time off service date.

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, seasonal, temporary, or term position that is eligible to accrue sick time off and must have exhausted all paid time off balances before using donated time off. The recipient may not be receiving any paid benefit such as Short-Term or Long-Term Disability and/or Workers' Compensation. HR 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 the Area Leader directly to express any need or to make any donations.

Family Medical Leave (FML)

FML inquiries should be directed to HR Leave Administrator, Mariah Swisher, hr-leaveadministrator@osu.edu or call (614) 247-0063

Links

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