

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

MEMORANDUM

TO: SEE DISTRIBUTION

FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General

DATE: January 20, 2005

SUBJECT: POLICY – State Employee Procedure Letter #13
Personal Leave

1. REFERENCES:

- A. Exempt Employees (except Firefighters): Section 124.386, Ohio Revised Code and Section 123:1-32, Ohio Administrative Code
- B. Exempt Firefighters: Section 123:1-46-04, Ohio Administrative Code
- C. Bargaining Unit Employees (except Firefighters): Article 27, AFSCME/OCSEA Agreement
- D. Bargaining Unit Firefighters: Appendix Q, Article 27.02

2. SCOPE: This policy applies to all full-time and part-time permanent employees of this department except state officers of the department appointed by the Governor.

3. GENERAL:

- A. Personal leave shall be granted if an employee makes the request with a forty-eight (48) hour notice. In an emergency the request shall be made as soon as possible and the supervisor will respond promptly. The leave shall not be unreasonably denied.
- B. Personal leave which is used by an employee shall be charged in minimum units of one-tenth (1/10) hour.

4. ACCRUAL RATES:

- A. EXEMPT EMPLOYEES (except Firefighters):
 - i. Each full-time permanent employee shall receive thirty-two (32) hours of personal leave credit per year during the pay period which includes December 1.
 - ii. Each new, full-time permanent employee appointed after December 1 shall receive one and two-tenths of an hour credit for each pay period remaining until the pay period preceding the next pay period that includes December 1.
 - iii. A full-time permanent employee who separates from state service, or is no longer a full-time permanent employee, during the year shall receive a reduction of one and two-tenths of an hour of personal leave for each pay period that remains, beginning with the first pay period following separation until the pay period preceding the next pay period that includes December 1.

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- iv. If the reduction results in a number of hours less than zero, the cash equivalent value of such number of hours shall be deducted from any compensation that remains payable to the employee, or from the cash conversion value of any vacation or sick leave that remains credited to the employee.

B. EXEMPT FIREFIGHTERS:

- i. Each full-time firefighter shall be credited with forty-one and six-tenths (41.6) of an hour of personal leave credit per year during the pay period which includes December 1.
- ii. Each new full-time firefighter appointed after December 1 shall receive one and six-tenths of an hour credit for each pay period remaining until the pay period preceding the next pay period that includes December 1.
- iii. The accrued personal leave balance for each full-time firefighter shall not exceed fifty hours.
- iv. A full-time firefighter who separates from state service or is no longer a full-time firefighter during the year shall be entitled to compensation for all unused personal leave less one and six-tenths of an hour for each pay period that remains beginning with the first pay period following the date of separation until the pay period preceding the pay period that includes December 1.
- v. If the reduction results in a number of hours less than zero, the cash equivalent value of such number of hours shall be deducted from any compensation that remains payable to the employee, or from the cash conversion value of any vacation or sick leave that remains credited to the employee.

C. COLLECTIVE BARGAINING EMPLOYEES (Except Firefighters):

- i. Employees shall be entitled to four (4) personal leave days each year. Eight hours of personal leave shall be credited to each employee at the end of the pay period which includes the first day of January, April, July and October of each year.
- ii. Full-time employees who are hired after the start of a calendar quarter shall be credited with personal leave on a prorated basis. Part-time employees shall accrue personal leave on a prorated basis. Proration shall be based upon a formula of .015 hours per hour of non-overtime work.
- iii. Employees that are on approved paid leaves of absence, union leave, or receiving Workers' Compensation benefits shall be credited with those personal leave hours which they normally would have accrued upon their return to work.
- iv. An employee who transfers from one bargaining unit to another shall be credited with the unused balance of their personal leave credit up to a maximum personal leave accumulation permitted in the bargaining unit to which the employee transfers.
- v. An employee who is separated from state service shall be entitled to convert the unused earned amount of personal leave. This payoff shall be at the employee's regular rate of pay.

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- vi. Upon death of a permanent employee, unused personal leave shall be converted to cash and credited to their estate.

5. COLLECTIVE BARGAINING FIREFIGHTERS:

- i. Firefighters shall be credited with ten and four-tenths (10.4) hours of personal leave at the end of the pay period that includes the first day of January, April, July and October of each year.
- ii. Firefighters shall be permitted to carry over ten and four-tenths (10.4) hours of personal leave each year.

5. PROHIBITIONS: Personal leave may not be used to extend an employee's date of resignation or date of retirement.

6. CARRY-OVER AND CONVERSION: Personal leave not used may be carried forward or paid at the employee's option. Payment will be made in the first pay received in December. Maximum accrual of personal leave shall be forty (40) hours, with the exception of full-time Firefighters who may accrue a maximum of fifty (50) hours.

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