

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

MEMORANDUM

TO: State of Ohio Employees and Supervisors

FROM: Major General Mark E. Bartman, The Adjutant General *MS 6 OCT 15*

DATE: September 28, 2015

SUBJECT: WORK RULE – Personal Leave

REFERENCES:

- AFSCME/OCSEA Labor Agreement Article 27
- AFSCME/OCSEA Labor Agreement Appendix Q, Article 27
- Ohio Revised Code 124.138, and 124.386
- Ohio Administrative Code 123:1-32-07 and 123:1-32-01

GENERAL:

This directive applies to all full-time and part-time employees of this department not governed by Ohio Revised Code Section 141.02(C).

- Personal leave will be granted pursuant to the applicable collective bargaining agreement or ORC/OAC. 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.
- Personal leave shall be charged in minimum units, or increments, of two (2) hours.
- Personal leave is not available for use until it appears on the employee's earning statements and on the date the funds are made available.
- Personal leave may not be used to extend an employee's date of resignation or retirement.
- Personal leave not used may be carried-over 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.

This memorandum supersedes State Employee Procedure Letter # 13, dated January 20, 2005.

F. ACCRUAL RATES:

1. EXEMPT EMPLOYEES (except firefighters):

- a. 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.
- b. 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.
- c. 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.
- d. 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.

2. EXEMPT FIREFIGHTERS:

- a. 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.
- b. 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.
- c. The accrued personal leave balance for each full-time firefighter shall not exceed fifty (50) hours.
- d. 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.

- e. 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.

3. COLLECTIVE BARGAINING UNIT EMPLOYEES (except firefighters):

- a. Employees shall be entitled to four (4) personal leave days each year. Eight hours (8) 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.
- b. 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.
- c. Employees 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.
- d. 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.
- e. 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.

4. COLLECTIVE BARGAINING UNIT FIREFIGHTERS:

- a. 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.
- b. 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.

- c. Employees 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.

- 5. CARRY-OVER AND CONVERSION: Personal leave not used may be carried-over 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.