

Continuing Benefits While on Leave

Benefit Continuation while on:

- ✓ ***Faculty Professional Leave***
- ✓ ***Family Medical Leave***
- ✓ ***Jury Duty/Court Appearance***
- ✓ ***Medical Leave***
- ✓ ***Military Leave***
- ✓ ***Organ Donation Leave***
- ✓ ***Personal Leave***
- ✓ ***Sick Leave***
- ✓ ***Vacation Leave***

Contact Information

Office of **HUMAN
RESOURCES**



hr.osu.edu

Customer Service Center (614) 292-1050

1590 North High Street, Suite 300
Columbus, OH 43201-2190
1-800-678-6010 Fax: (614) 292-6235
E-mail: service@hr.osu.edu

Provides information regarding:

- Certification of state service requests
- Flexible Spending Accounts
- Health Insurance
- Life Insurance
- Retirement Programs
- Supplemental Retirement Accounts
- Tuition Assistance
- Your Plan for Health, yourplanforhealth.com

Benefits Consultants (614) 292-1050

Fax: (614) 292-7813
E-mail: benefits@hr.osu.edu
Available by appointment to provide:

- Life insurance claims coordination
- Personal benefits counseling
- Retirement counseling

Consulting Services (614) 292-2800

Provide information regarding:

- Family/medical leave, sick leave, vacation leave, medical leave, personal leave, military leave, paid parental leave, organ donation leave, jury duty/court

Integrated Disability Services (614) 292-3439

1-800-678-6413
Fax: 688-8120
E-mail: ld@hr.osu.edu
Available by appointment to provide:

- Department presentations
- Long-Term and Short-Term Disability assistance
- OPERS/STRS Disability Retirement
- Unemployment Compensation (614) 688-3578
- Workers' Compensation

Payroll Services (614) 292-2311

E-mail: payroll@hr.osu.edu
Provides information regarding:
• Credit union, direct deposit, U.S. savings bonds, taxation, paperless pay
• Paperless pay : hr.osu.edu/payroll/payroll.aspx

Veterans Affairs (614) 292-4164

Provides information regarding:

- Military leave

Other Important Numbers

- Anthem Life Insurance Company** (614) 436-0688
P.O. Box 10, 1801 Watermark Dr, Columbus, OH 43215 1-800-551-7265
- Life insurance administrator
 - VGTLI administration 1-800-527-0484
- CareAllies** 1-800-579-0534
Password: buckeyes www.mycareallies.com
- 24-hour Nurse Line, Health Coach, Life Management, Care Coordination, Value-Based Plan Design with Prescription Drug Incentive
- CareWorks of Ohio, Inc.** 1-888-627-0058
- Workers' compensation claims assistance
- DeltaDental Plan of Ohio** 1-800-282-0749
P.O. Box 30416, Lansing, MI 48909-7916 www.deltadentaloh.com
- Dental providers and claims assistance
- Express Scripts** 1-866-727-5867
- Prescription drugs—retail/home delivery/claims www.express-scripts.com
 - Specialty medications assistance www.curascripts.com
- GlobalCare Services** U.S. 1-866-807-6193
• Medical care coordination outside Ohio International: 01-770-667-0247
- IRS Publications** 1-800-TAX-FORM (829-3676)
- Tax advise 1-800-829-1040 www.irs.treas.gov
- Medical Mutual of Ohio (MMO)** 1-800-455-6757
- Ohio non-network providers outside Franklin County
- NGS American, Inc.** 1-866-44-BUCKS (442-8257)
P.O. Box 7676, St. Clair Shores, MI 48080 www.ngs.com
- Medical claims assistance and medical/prescription drug cards
- OSU Managed Health Care Systems, Inc. (MHCS)** (614) 292-4700
- Prior authorization of medical services www.osumhcs.com
 - MHCS prescription drug formulary list 1-800-678-6269
 - Statewide network provider search www.osumhcs.com/search
- University Faculty & Staff Assistance Program (UFSAP)** (614) 292-4472
- Employee assistance program www.osumhcs.com/UFSAP
- University Faculty and Staff Wellness Program** (614) 292-1894
- Employee health & wellness program www.osumhcs.com/wellness.htm
- Unum** 1-866-245-3013
- Disability claims assistance
- Vision Service Plan (VSP)** 1-800-877-7195
- Vision providers and claims assistance www.vsp.com
- The Work Number** 1-800-966-7566
- Employment verification hr.osu.edu/payroll/verify.htm

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Using this Booklet

About this booklet	<p>The leave programs and benefits offered at Ohio State are extensive. This booklet is for Ohio State faculty and staff holding regular appointments who desire more information about the continuation of benefits while on a leave. If you hold another appointment type consult with your department Human Resource Professional (HRP). Information included in this booklet relates to:</p> <ul style="list-style-type: none"> • Faculty Professional Leave • Family Medical Leave • Jury Duty/Court Appearance • Medical Leave • Military Leave • Organ Donation Leave • Personal Leave • Sick Leave • Vacation Leave <p>Note: All forms included in this booklet are also available from your department Human Resource Professional (HRP) and/or supervisor, the Office of Human Resources Customer Service Center, or online at http://hr.osu.edu/hrpubs/forms.htm.</p>
Using this booklet	<p>This booklet is organized according to the purpose of the anticipated leave of absence. More than one leave policy and program may apply to a specific situation. In these cases, the information is cross-referenced throughout this booklet.</p> <p>To make the best use of this booklet, follow these four steps:</p> <ol style="list-style-type: none"> 1. Review <i>Types of Leaves</i> (page 1) to identify the leave most relevant to your situation; 2. Turn to the page identified in Step 1; 3. Review the leave information provided about eligibility, compensation, and benefits continuation; and 4. Complete the checklist to make sure you have followed the necessary procedures for obtaining departmental approval, and ensuring continuation of benefits. <p>Note: This booklet is intended to be a summary of provisions, it does not contain every policy detail. In case of discrepancy between this booklet and the policy, the policy will prevail.</p>
Leave policies	<p>When using this booklet, it is important to remember and refer to The Ohio State University Human Resources Policies. All Human Resources Policies can be found online at http://hr.osu.edu/policy/policyhome.htm. The policies related to leaves are:</p> <ul style="list-style-type: none"> • Policy 6.05 – Family and Medical Leave • Policy 6.27 – Paid Leave Programs which includes Vacation, Sick, Jury Duty/Court Appearance and Organ Donation Leave • Policy 6.35 - Military Leave • Policy 6.45 – Unpaid Leave which includes Personal and Medical Leaves <p>Faculty should also refer to the Office of Academic Affairs (OAA) Handbook at http://oaa.ohio-state.edu/handbook/ix_fpl.html</p> <p>All leaves are subject to eligibility requirements and require departmental approval.</p>
For more information	<p>If you need assistance in determining which leave is most relevant to your situation, contact your department HRP.</p>

Types of Leaves

<p>Faculty Professional Leave (refer to page 4)</p>	<p>Faculty Professional Leave is a paid leave opportunity for faculty to enhance research skills and knowledge, in accordance with guidelines and requirements established by Statute 3345.28 of the Ohio Revised Code.</p>
<p>Family Medical Leave (refer to page 5)</p>	<p>Family Medical Leave (FML) provides eligible faculty and staff up to 12 work weeks of leave during any 12-month period for one or more of the following qualifying status changes:</p> <ul style="list-style-type: none"> • A serious personal health condition that prevents the employee from performing his or her job. • Care for a child during the first year following birth, adoption, or foster care placement. • Care for a family member who has a serious health condition. <p>Note: FML may be a paid leave or unpaid leave depending on your circumstances and leave balances.</p>
<p>Jury Duty Court Appearance (refer to page 8)</p>	<p>Jury Duty is a paid leave for service on a jury or for responding to a court subpoena. If the employee is a party to the legal action, he/she must request vacation or unpaid leave for that absence.</p>
<p>Leave Due to Medical Reasons (refer to page 9)</p>	<p>Medical Leave is an approved leave for medical reasons. It is a paid leave if the employee uses accumulated sick leave. If the employee does not have accumulated sick leave to use during this leave, it is an unpaid leave. Some medical leaves for serious health conditions may also be designated as Family Medical Leave.</p>
<p>Military Leave (refer to page 12)</p>	<p>Military Leave is an approved leave for time spent performing service in the uniformed services. Any Ohio State faculty and staff who is a member of the Ohio organized militia or other reserve component of the armed forces of the United States, including the Ohio National Guard, is entitled to a paid leave for the time spent performing service in the uniformed services for periods of up to one month, in each calendar year.</p> <p>For those called to duty beyond one month by a Presidential or Congressional order, the university will provide a monthly pay differential, equal to the difference between the individual's current gross salary and the military pay and allowances.</p>
<p>Organ Donation Leave (refer to page 15)</p>	<p>Organ Donation Leave is a paid leave for eligible regular employees (75% FTE or greater) who donate an adult kidney, any portion of an adult liver or adult bone marrow.</p>
<p>Leave Due to Personal Reasons (refer to page 17)</p>	<p>Personal Leave is an approved leave for personal reasons for a specified amount of time. It is a paid leave if the employee uses accumulated vacation. If the employee does not have accumulated vacation to use during this leave, it is an unpaid leave.</p>
<p>Sick Leave (refer to page 20)</p>	<p>Sick Leave is paid time off for medical reasons and applies to you or an immediate family member.</p>
<p>Vacation Leave (refer to page 21)</p>	<p>Vacation Leave is paid time off for personal use.</p>

Faculty Professional Leave

Definition	Faculty Professional Leave is a paid leave opportunity for faculty to enhance research skills and knowledge, in accordance with guidelines and requirements established by Statute 3345.28 of the Ohio Revised Code.
Eligibility	Tenured faculty with at least seven years of service as a regular faculty member at Ohio State are eligible. Years of service at another university and years served in auxiliary appointments cannot be credited toward the required years of service at Ohio State.
Compensation	Compensation options include one quarter at 100% salary, two quarters at 75% salary, or three quarters at 66% salary. Twelve-month faculty may also elect four quarters at 66% salary.
Required Approvals	The primary approval is at the discretion of the head of the Tenure Initiating Unit, for Columbus campus faculty, or the regional campus dean. For additional approval, refer to the web site listed below.
Benefits Continuation	<p>While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable <p>Note: You may not change coverage or plan elections due solely to a leave.</p>
Effect on Retirement Programs	As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs.
STRS-OH	<p>While on a paid leave, retirement contributions continue to be made by you and the university.</p> <p>Note: You may earn up to a maximum of 2/3 of a year of service credit while on a paid leave. You are eligible to purchase the remaining 1/3 service credit after you have returned to work for one year. The university will also purchase its portion of the remaining 1/3 year of service credit. Contact the Office of Human Resources Customer Service Center for more information.</p>
ARP	While on a paid leave, retirement contributions continue to be made by you and the university.
For Detailed Information	A complete statement of guidelines and requirements for the Faculty Professional Leave is available online at http://oaa.ohio-state.edu/handbook/ix_fpl.html .

Your Next Steps

- Review the statement of guidelines and requirements at: http://oaa.ohio-state.edu/handbook/ix_fpl.html
- Discuss your interest in a Faculty Professional Leave with the head of your Tenure Initiating Unit.
- If appropriate, submit the completed application to the head of your Tenure Initiating Unit. This application is available at the above-mentioned web site.

Family Medical Leave (FML)

Definition	<p>Family Medical Leave (FML) provides eligible faculty and staff up to 12 work weeks of leave during any 12-month period for one or more of the following qualifying status changes:</p> <ul style="list-style-type: none"> • A serious personal health condition that prevents you from performing your job. • Care for a child during the first year following birth, adoption, or foster care placement. • Care for a family member who has a serious health condition. <p>Note: Total hours available for FML are dependent upon the hours you are regularly scheduled to work, up to a maximum of 480 hours.</p>
Eligibility	Faculty or staff employed for one year, who have worked 1,040 hours in the previous 12 months, and have a qualifying status change as stated above are eligible for up to 12 weeks per rolling calendar year.
Compensation	FML may be paid or unpaid leave depending on the employee's accumulated sick leave, compensatory time and vacation.
Paid	FML is a paid leave if you use accumulated sick leave, compensatory time, or vacation. If paid, you must meet the conditions stated in Human Resource Policy 6.27—Paid Leave. Time taken is counted concurrently toward FML and paid leave.
Unpaid	If you do not have accumulated sick leave, compensatory time or vacation to use during FML, it is considered an unpaid leave. Time taken is counted concurrently toward FML and unpaid leave.
Long-Term Disability Select-Term Disability, Workers' Compensation	Depending on the length of your leave, you may be eligible to receive disability benefits. You may apply for select-term disability (if enrolled), long-term disability, and for a work-related injury or illness—workers' compensation. Contact Integrated Disability for information about how to apply for disability benefits.
Benefits Continuation for <u>Paid</u> FML	<p>While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
Benefits Continuation for <u>Unpaid</u> FML	<p>While on an unpaid leave, <u>Ohio State will pay</u> the full premiums (the employee and employer portion) for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Group Term Life Insurance • Long-Term Disability (LTD)

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Family Medical Leave (FML)

Benefits Continuation for Unpaid FML, continued	<p>While on an unpaid leave, <u>you pay</u> the employee contribution rate (the amount deducted from your paycheck) to continue coverage for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Select-Term Disability (STD) – premium waived if receiving STD benefits <p>If you are enrolled in a Flexible Spending Account (FSA), contact the Office of Human Resources Customer Service Center regarding your account status while on an unpaid leave.</p> <p>Obtain a Benefits Continuation During Leave Form and return the completed form within 31 days to:</p> <p style="padding-left: 20px;">Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190</p> <p>Notes: You may not change coverage or plan elections due solely to a leave. You may only choose to continue or not continue current coverage during the leave. If you do not continue coverage while on a leave, medical “evidence of insurability” (EOI) will be required in order to resume your voluntary group term life insurance (VGTLI).</p> <ul style="list-style-type: none"> • Information about contribution rates available online at http://hr.osu.edu/benefits/rates.htm.
Making Payments	<ul style="list-style-type: none"> • Premium payments for continued benefits are due on the first day of the month and must be made by personal check or money order, made payable to THE OHIO STATE UNIVERSITY. No reminder notices for payments are issued. • All benefit premium payments may be combined. Checks should include your name and your 8-digit OSU employee ID number written in the “memo” section. Please enclose details with your check to indicate which benefit premiums are included in your payment. • Send payments to the Office of Human Resources, Benefits Processing/Leaves, South Campus Gateway, 1590 N. High St., Suite 300, Columbus, OH 43201-2190.
Unable to Return to Work	<p>If you are unable to return to work after FML expires, you may be eligible to:</p> <ul style="list-style-type: none"> • Apply for Medical Leave or Personal Leave. Contact your department human resource professional (HRP). • Apply for disability benefits if you are off work due to a personal illness or injury for more than 90 days (30 days if you are enrolled in Select-Term Disability). Return to work assistance is also available from Integrated Disability. • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.
Effect on Retirement Programs:	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	<ul style="list-style-type: none"> • If on a paid leave, retirement contributions continue to be made by you and the university. • If on an unpaid leave, no retirement contributions are made by you or the university. <p>Note: The retirement service credit for the unpaid portion of the leave may be purchased. In order to purchase this service credit, both you and the university would pay the appropriate employee and employer share plus interest. The Office of Human Resources must certify the period of unpaid leave in order for the service credit to be purchased. Contact the Office of Human Resources Customer Service Center for more information.</p> <p>Note for OPERS participants:</p> <ul style="list-style-type: none"> • If you are off work due to a work-related injury or illness (Workers’ Compensation), your retirement service time (service credit, not contributing time) may be credited toward OPERS. Contact Integrated Disability for assistance.

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Family Medical Leave (FML)

ARP	<ul style="list-style-type: none">• If on a paid leave, retirement contributions will continue to be made by you and the university.• If on an unpaid leave, no retirement contributions are made by you or the university.
For More Information	Refer to the following Human Resource Policies, available online at http://hr.osu.edu/policy/policyhome.htm : <ul style="list-style-type: none">• 6.05 – Family and Medical Leave• 6.27 – Paid Leave• 6.45 – Unpaid Leave

Your Next Steps

- Complete an Application for Leave form and return it to your supervisor.
 - Complete an OSU Medical Certification Statement.
 - Contact your health care provider to complete the OSU Medical Certification Statement. Ensure that the form is filled out completely and includes general medical condition, regimen of treatment, time periods, restrictions and signatures.
 - Return the completed OSU Medical Certification Statement to your supervisor or HRP within 15 calendar days of the date you completed the form.
 - Complete a Benefit Continuation During Unpaid Leave form to ensure continuation of these benefits and return to the Office of Human Resources within 31 days:
 - Dependent Group Life Insurance (DGLI)
 - Voluntary Group Term Life Insurance (VGTLI)
 - Select-Term Disability (STD)
 - Submit the completed Benefits Continuation During Unpaid Leave form to the Office of Human Resources, Benefits Processing/Leaves, 1590 N. High St., Suite 300, Columbus, OH 43201-2190.
 - Contact Integrated Disability to apply for disability benefits (Select-Term Disability, Long-Term Disability, Workers' Compensation). (Select-Term Disability has a 30-day waiting period; Long-Term Disability has a 90-day waiting period.)
 - Review your last paycheck to be aware of additional payroll deductions for which you may be responsible during your leave. Contact the appropriate office with questions and payment procedures, where applicable (i.e., Transportation and Parking about parking permits).
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Jury Duty/Court Appearance

Definition	Jury Duty is a paid leave for service on a jury or for responding to a court subpoena. If the employee is a party to the legal action, he/she must request vacation or unpaid leave for that absence.
Eligibility	All faculty and staff are eligible for jury duty.
Compensation	<ul style="list-style-type: none"> • Jury Duty is a paid leave if you are serving on a jury or have been subpoenaed to appear as a witness. • If you are party to the legal action, you must request Vacation Leave (paid) or unpaid leave for that absence. When this occurs, contact OHR Consulting Services for assistance.
Benefits Continuation for Paid Jury Duty/Court Appearance	<p>In the cases where Jury Duty is a paid leave, your coverage will continue and your contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
Effect on Retirement Programs	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	While on a paid leave, retirement contributions continue to be made by you and the university.
ARP	While on a paid leave, retirement contributions continue to be made by you and the university.
For More Information	<p>Refer to the following Human Resource Policy, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.27 – Paid Leave

Your Next Steps

- ❑ Complete an Application for Leave form and return it to your supervisor.
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Leave Due to Medical Reasons

Definition	Medical Leave is an approved leave for medical reasons. It is a paid leave if the employee uses accumulated sick leave. If the employee does not have accumulated sick leave to use during this leave, it is an unpaid leave. Some medical leaves for serious health conditions may also be designated as Family Medical Leave.
Eligibility	Faculty and staff may apply for a Medical Leave. The employing department will give final approval for the leave after reviewing all medical documentation. In the case of an unpaid Medical Leave, the amount of time granted is limited according to the employee's classification: <ul style="list-style-type: none"> • Faculty and unclassified administrative and professional staff may be granted up to one year unpaid Medical Leave. • Classified civil service staff may be granted up to six months unpaid Medical Leave.
Compensation	Medical Leave may be paid or unpaid leave depending on your accumulated sick leave.
Paid	Medical Leave is a paid leave if you use accumulated sick leave. If paid, you must meet the conditions stated in Human Resource Policy 6.27—Paid Leave.
Unpaid	If you do not have accumulated sick leave to use during Medical Leave, it is considered an unpaid leave. See Human Resource Policy 6.45—Unpaid Leave.
Long-Term Disability Select-Term Disability, Workers' Compensation	Depending on the length of your leave, you may be eligible to receive disability benefits. You may apply for select-term disability (if enrolled), long-term disability, and for a work-related injury or illness—workers' compensation. Contact Integrated Disability for information about how to apply for disability benefits.
Benefits Continuation for Paid Medical Leave	While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay, for the following benefits in which you are enrolled at the time of the leave: <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Account (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
Benefits Continuation for Employees Who Are On Unpaid Medical Leave With One or More Years of Service	If you have one or more year(s) of regular continuous service and are on an unpaid leave, <u>Ohio State will pay</u> the full premiums (the employee and employer portion) for the following benefits in which you are enrolled at the time of the leave: <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Group Term Life Insurance • Long-Term Disability (LTD) <p>While on an unpaid leave, <u>you pay</u> the employee contribution rate (the amount deducted from your paycheck) to continue coverage for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Select Term Disability (STD) – premium waived if receiving STD benefits

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Leave Due to Medical Reasons

<p>Benefits Continuation for Employees Who Are On Unpaid Medical Leave With One or More Years of Service, continued</p>	<p>If you are enrolled in a Flexible Spending Account (FSA), contact the Office of Human Resources Customer Service Center regarding your account status while on an unpaid leave. Complete a Benefits Continuation During Leave Form and return the completed form within 31 days to:</p> <p style="margin-left: 20px;">Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190</p> <p>Notes: You may not change coverage or plan elections due solely to a leave. You may only choose to continue or not continue current coverage during the leave. If you do not continue coverage while on a leave, medical “evidence of insurability” (EOI) will be required in order to resume your voluntary group term life insurance (VGTLI).</p> <ul style="list-style-type: none"> • Information about contribution rates available online at http://hr.osu.edu/benefits/rates.htm.
<p>Benefits Continuation for Employees On Unpaid Medical Leave With Less Than One Year of Service</p>	<p>To continue benefits if you have less than one year of regular continuous service and are on an unpaid leave, <u>you pay</u> the full premiums (the employee and employer portion) to continue coverage for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Group Term Life • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) – premium waived if receiving STD benefits <p>If you are enrolled in a Flexible Spending Account (FSA), contact the Office of Human Resources Customer Service Center regarding your account status while on an unpaid leave. Obtain a Benefits Continuation During Leave Form and return the completed form within 31 days to:</p> <p style="margin-left: 20px;">Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190</p> <p>Notes: You may not change coverage or plan elections due solely to a leave. You may only choose to continue or not continue current coverage during the leave. If you do not continue coverage while on a leave, medical “evidence of insurability” (EOI) will be required in order to resume your dependent group life insurance (DGLI), voluntary group term life insurance (VGTLI) and select-term disability (STD).</p> <ul style="list-style-type: none"> • Information about contribution rates available online at http://hr.osu.edu/benefits/rates.htm.
<p>Making Payments</p>	<ul style="list-style-type: none"> • All premium payments for continued benefits coverage are due on the first day of the month and must be made by personal check or money order, made payable to THE OHIO STATE UNIVERSITY. No reminder notices for payments are issued. • All benefit premium payments may be combined. Checks should include your name and your 8-digit OSU employee ID number written in the “memo” section. Please enclose details with your check to indicate which benefit premiums are included in your payment. • Send payments to: <ul style="list-style-type: none"> Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190

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Leave Due to Medical Reasons

Unable to Return to Work	<p>If you are unable to return to work after the Medical Leave expires, you may be eligible to:</p> <ul style="list-style-type: none"> • Apply for disability benefits if off work due to a personal illness or injury for more than 90 days. Return to work assistance is also available from Integrated Disability. • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.
Effect on Retirement Programs:	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	<ul style="list-style-type: none"> • If on a paid leave, retirement contributions continue to be made by you and the university. • If on an unpaid leave, no retirement contributions are made by you or the university. <p>Note: The service credit for the unpaid portion of the leave may be purchased. In order to purchase this service credit, both you and the university would pay the appropriate employee and employer share plus interest. The Office of Human Resources must certify the period of unpaid leave in order for the service credit to be purchased. Contact the Office of Human Resources Customer Service Center for more information.</p> <p>Note for OPERS participants: If you are off work due to a work-related injury or illness (Workers' Compensation), your retirement service time (service credit, not contributing time) may be credited toward OPERS. Contact Integrated Disability for assistance.</p>
ARP	<ul style="list-style-type: none"> • If on a paid leave, retirement contributions continue to be made by you and the university. • If on an unpaid leave, no retirement contributions are made by you or the university.
For More Information	<p>Refer to the following Human Resource Policies, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.05 – Family and Medical Leave • 6.27 – Paid Leave • 6.45 – Unpaid Leave

Your Next Steps

- Complete an Application for Leave form and return it to your supervisor.
 - Complete the Ohio State Medical Certification form.
 - Contact your health care provider to complete the Medical Certification form. Ensure that the form is filled out completely and includes general medical condition, regimen of treatment, time periods, restrictions and signatures.
 - Return the completed OSU Medical Certification Statement to your supervisor or department human resource professional (HRP) within 15 calendar days of the date you completed the form.
 - Complete a Benefits Continuation During Leave form to ensure continuation of benefits and return to the Office of Human Resources within 31 days:
 - Office of Human Resources
 - Benefits Processing/Leaves
 - South Campus Gateway
 - 1590 N. High St., Suite 300
 - Columbus, OH 43201-2190
 - Contact Integrated Disability to apply for disability benefits (Select-Term Disability (STD), Long-Term Disability (LTD), and Workers' Compensation). (STD has a 30-day waiting period; LTD has a 90-day waiting period.)
 - Review your last paycheck to be aware of additional payroll deductions for which you may be responsible during your leave. Contact the appropriate office with questions and payment procedures, where applicable (i.e., Transportation and Parking about parking permits).

Note: All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Military Leave

Definition	Military Leave is an approved leave for time spent performing service in the uniformed services.
Eligibility	Any Ohio State faculty and staff who is a member of the Ohio organized militia or other reserve component of the armed forces of the United States, including the Ohio National Guard is eligible for Military Leave.
Compensation Up to one month:	You are eligible to receive up to one month of full pay while on Military Leave.
After one month:	For those called to duty beyond one month by a Presidential or Congressional order, the university will provide a monthly pay differential, equal to the difference between your current gross salary and the military pay and allowances.
Benefits Continuation for Up to One Month of Leave	<p>While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
Benefits Continuation Exceeding One Month of Leave	<p>When one month of full paid leave is exhausted, you may choose whether or not to continue benefit coverage for the remainder of the leave.</p> <ul style="list-style-type: none"> • If you choose not to continue coverage, your benefits will be terminated but may be reinstated when you are re-employed. Being called to duty is not a qualifying status change, therefore you may not change levels of your coverage or medical plans, but you may choose whether or not to continue the current coverage. • You must complete the Benefit Continuation During Military Leave Election form regardless of whether you decide to continue coverage during the Military Leave. • You pay the employee contribution rate (the amount deducted from your paycheck) to continue: <ul style="list-style-type: none"> – Medical coverage – Dental coverage – Vision coverage – Dependent Group Life Insurance (DGLI) – Voluntary Group Term Life Insurance (VGTLI) – Select-Term Disability (STD) • The university continues to pay for: <ul style="list-style-type: none"> – Group Term Life Insurance – Long-Term Disability (LTD) • If you are enrolled in a Flexible Spending Account (FSA), contact the Office of Human Resources Customer Service Center regarding your account status while on an unpaid leave. <p>Notes: You may not change coverage or plan elections due solely to a leave. You may only choose to continue or not continue current coverage during the leave. If you do not continue coverage while on a leave, medical “evidence of insurability” (EOI) will be required in order to resume your voluntary group term life insurance (VGTLI) and select-term disability (STD—if on leave for more than one year).</p> <ul style="list-style-type: none"> • Information about contribution rates available online at http://hr.osu.edu/benefits/rates.htm.

Continued on next page . . .

Military Leave

Payment Options	<ul style="list-style-type: none"> • There are four options for making payments for benefits while on military leave: <ul style="list-style-type: none"> – Payroll deduction – Lump sum prior to going on leave – Lump sum after you return from leave – Monthly payments • The payment option must be elected on the Benefit Continuation During Military Leave Election form. • If payroll deduction is not chosen, then payments must be made by personal check or money order made payable to THE OHIO STATE UNIVERSITY. All payments may be combined. Checks should include your name and your 8-digit OSU employee ID number written in the “memo” section. A note indicating which benefit programs are included in your payment should be enclosed with your check. • If you choose to make monthly payments, the payments are due on the first day of the month after the leave begins. If monthly payments are not received, there is no insurance coverage during the leave. • Send payments to: <ul style="list-style-type: none"> Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190.
Unable to Return to Work	<p>If you are unable to return to work after the Military Leave expires, you may be eligible to:</p> <ul style="list-style-type: none"> • Apply for Family Medical Leave, or a Medical or Personal Leave. Contact your department or the Office of Human Resources Consulting Services. • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.
Effect on Retirement Programs:	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	<ul style="list-style-type: none"> • If on a paid leave, retirement contributions continue to be made by you and the university. • If on an unpaid leave and called to duty beyond one month, no retirement contributions are made by you or the university. <p>Note: You are eligible to receive up to ten years of service credit for this period at no cost. Paperwork must be submitted to the appropriate retirement program within two years of discharge. Contact OPERS/STRS-OH for more information.</p>
ARP	<ul style="list-style-type: none"> • If on a paid leave, retirement contributions continue to be made by you and the university. • If on an unpaid leave and called to duty beyond one month, no retirement contributions are made by you or the university.
For More Information	<ul style="list-style-type: none"> • Contact Veterans Affairs • Refer to Human Resource Policy 6.35 – Military Leave/Reemployment Rights, available online at http://hr.osu.edu/policy/policyhome.htm

Continued on next page . . .

Military Leave

Your Next Steps

- Complete an Application for Leave form, and return it to your supervisor.
 - For those called to duty beyond one month by a Presidential or Congressional order and your military basic pay is less than your university pay, you are eligible for a pay differential. In order to receive this pay differential, you or a designated representative must provide Payroll Services with a copy of your Military Leave and Earnings Statement that shows your current gross salary and allowances.
 - Complete a Benefit Continuation During Military Leave form to ensure continuation of benefits and return to the Office of Human Resources within 31 days:
 - Office of Human Resources
 - Benefits Processing/Leaves
 - South Campus Gateway
 - 1590 N. High St., Suite 300
 - Columbus, OH 43201-2190
 - Review your last paycheck to be aware of additional payroll deductions for which you may be responsible during your leave. Contact the appropriate office with questions and payment procedures, where applicable (i.e., Transportation and Parking about parking permits).
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Organ Donation Leave

Definition	Organ Donation Leave is a paid leave for eligible employees who donate an adult kidney, any portion of an adult liver or adult bone marrow.
Eligibility	Regular employees who hold appointments of 75% FTE or greater are eligible; all other appointments are not eligible.
Compensation	<ul style="list-style-type: none"> • Eligible employees who donate an adult kidney or any portion of an adult liver will receive up to 240 hours of paid leave during each calendar year. These hours will be paid at your regular rate of pay for regularly scheduled work hours that you are medically unable to work. • Eligible employees who donate adult bone marrow will receive up to 56 hours of paid leave each calendar year. These hours will be paid at your regular rate of pay for regularly scheduled work hours that you are medically unable to work. • Organ Donation Leave should be exhausted prior to using any Sick Leave or Vacation Leave. • You may be eligible to apply for disability benefits. Contact Integrated Disability for information regarding disability benefits.
Benefits Continuation	<p>While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
Unable to Return to Work	<p>If you are unable to return to work after the Organ Donation Leave expires, you may be eligible to:</p> <ul style="list-style-type: none"> • Request to continue on Family and Medical Leave (FML) by contacting your department human resource professional (HRP). • Apply for a Medical or Personal Leave by contacting your HRP. • Apply to receive disability benefits if you are off work due to an illness or injury. Return to work assistance is also available from Integrated Disability. • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.
Effect on Retirement Programs:	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	While on a paid leave, retirement contributions continue to be made by you and the university.
ARP	While on a paid leave, retirement contributions continue to be made by you and the university.
For More Information	<p>Refer to the Human Resource Policy, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.27 – Paid Leave

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Organ Donation Leave

Your Next Steps

- Complete an Application for Leave form and return it to your supervisor.
 - Complete the OSU Medical Certification Statement.
 - Contact your health care provider to complete the OSU Medical Certification Statement. Ensure that the form is filled out completely and includes general condition, regimen of treatment, time periods, restrictions and signatures.
 - Return the completed OSU Medical Certification Statement to your supervisor or department human resource professional (HRP) within 15 calendar days of the date you completed the form.
 - Contact Integrated Disability to apply for disability benefits (Select-Term Disability, Long-Term Disability, and Workers' Compensation). (Select-Term Disability has a 30-day waiting period; Long-Term Disability has a 90-day waiting period.)
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Leave Due to Personal Reasons

Definition	<p>Personal Leave is an approved leave for personal reasons for a specified amount of time. It is a paid leave if the employee uses accumulated vacation. If the employee does not have accumulated vacation to use during this leave, it is an unpaid leave.</p> <p>Note: Vacation time should be used prior to the approval of an unpaid Personal Leave.</p>
Eligibility	<p>Faculty and staff may apply for Personal Leave. Approval for the leave is at the discretion of the employee's department.</p>
Faculty	<p>An unpaid leave of absence may be requested by faculty for personal or professional reasons. A leave of absence is granted for no more than one year at a time and may not exceed two consecutive years.</p> <ul style="list-style-type: none"> • Personal reasons may include family difficulties or other matters that prevent a faculty member from carrying out duties for a relatively short period of time, or illness that continues after a faculty member has used up paid sick leave. • Professional reasons include the opportunity to take a temporary paid position outside the University that will enhance professional development and increase the faculty member's value to the academic unit on his/her return. <p>The primary approval is at the discretion of the head of the Tenure Initiating Unit, for Columbus campus faculty, or the regional campus dean. For additional approval, refer to the web site listed below.</p> <p>Note: Faculty leaves of absences are not granted to faculty in their terminal year of employment or to faculty who have accepted new permanent employment. An unpaid leave of absence does not automatically stop the tenure clock for probationary tenure track faculty.</p>
Staff	<p>For staff, the amount of time granted for an unpaid Personal Leave is limited according to the employee's classification:</p> <ul style="list-style-type: none"> • Unclassified administrative and professional staff may be granted an unpaid Personal Leave for a period of time not to exceed one year. • Classified civil service staff may be granted an unpaid Personal Leave for a period of time not to exceed six months.
Compensation	<p>Personal Leave may be paid or unpaid leave depending on your accumulated vacation.</p>
Paid	<p>Personal Leave is a paid leave if you use accumulated vacation. If paid, you must meet the conditions stated in Human Resource Policy 6.27—Paid Leave.</p>
Unpaid	<p>If you do not have accumulated vacation to use during a Personal Leave, it is an unpaid leave. If unpaid, you must meet the conditions stated in Human Resource Policy 6.45—Unpaid Leave.</p>
Benefits Continuation for Paid Personal Leave	<p>While on a paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable

Continued on next page . . .

Leave Due to Personal Reasons

Benefits Continuation for Unpaid Personal Leave	<p>While on an unpaid leave, you pay the full premiums (the employee and employer portion) to continue:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) <p>If you are enrolled in a Flexible Spending Account (FSA), contact the Office of Human Resources Customer Service Center regarding your account status while on an unpaid leave. Complete a Benefit Continuation During Leave Form and return the completed form within 31 days to:</p> <p style="padding-left: 20px;">Office of Human Resources Benefits Processing/LOA South Campus Gateway 21590 N. High St., Suite 300 Columbus, OH 43201-2190</p> <p>Notes: You may not change coverage or plan elections due solely to a leave. You may only choose to continue or not continue current coverage during the leave. If you do not continue coverage while on a leave, medical “evidence of insurability” (EOI) will be required in order to resume your voluntary group term life insurance (VGTLI) and select-term disability (STD—if on leave for more than one year).</p> <ul style="list-style-type: none"> • Information about contribution rates available online at http://hr.osu.edu/benefits/rates.htm.
Making Payments	<ul style="list-style-type: none"> • All premium payments for continued benefits coverage are due on the first day of the month and must be made by personal check or money order made payable to THE OHIO STATE UNIVERSITY. No reminder notices for payments are issued. • All benefit premium payments may be combined. Checks should include your name and your 8-digit OSU employee ID number written in the “memo” section. Please enclose details with your check to indicate which benefit premiums are included in your payment. • Send payments to: <ul style="list-style-type: none"> Office of Human Resources Benefits Processing/Leaves South Campus Gateway 1590 N. High St., Suite 300 Columbus, OH 43201-2190
Unable to Return to Work	<p>If you are unable to return to work after the Personal Leave expires, you may be eligible to:</p> <ul style="list-style-type: none"> • Apply for other types of leave by contacting your department human resource professional (HRP). • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.

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Leave Due to Personal Reasons

Effect on Retirement Programs:	<ul style="list-style-type: none"> • As a faculty member, you participate in either the Ohio Alternative Retirement Plan (ARP) or State Teachers Retirement System of Ohio (STRS-OH) retirement programs. • As a staff member, you participate in either the Ohio Alternative Retirement Plan (ARP) or Ohio Public Employees Retirement System (OPERS) retirement programs.
OPERS/ STRS-OH	<ul style="list-style-type: none"> • While on an unpaid leave, no retirement contributions are made by you or the university.
ARP	<ul style="list-style-type: none"> • While on an unpaid leave, no retirement contributions are made by you or the university.
For More Information	<p>Refer to the following Human Resource Policies, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.27 – Paid Leave • 6.45 – Unpaid Leave <p>A complete statement of guidelines and requirements for faculty unpaid leaves is available online at: http://oaa.ohio-state.edu/handbook/ix_loa.html and http://oaa.ohio-state.edu/handbook/ix_loaentrepren.html.</p>

Your Next Steps

- Staff: Complete an Application for Leave form and return it to your supervisor.
 - Faculty: Write a letter to the head of your Tenure Initiating Unit or regional campus dean, explaining the reason for the request, the timing of the leave, and suggested arrangements for covering your teaching responsibilities.
 - Complete a Benefits Continuation During Leave form to ensure continuation of benefits and return to the Office of Human Resources within 31 days:
 Office of Human Resources
 Benefits Processing/Leaves
 South Campus Gateway
 1590 N. High St., Suite 300
 Columbus, OH 43201-2190
 - Review your last paycheck to be aware of additional payroll deductions for which you may be responsible during your leave. Contact the appropriate office with questions and payment procedures, where applicable (i.e., Transportation and Parking about parking permits).
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Sick Leave

Definition	Sick Leave is paid time off for medical reasons and applies to you or an immediate family member.
Eligibility	<p>The amount of Sick Leave accrued is dependent upon your appointment type:</p> <ul style="list-style-type: none"> • Biweekly paid staff: service hours are based on actual number of hours worked in a specific pay period; on average, you earn approximately 4.6 hours per 80 hours of service. • Monthly paid faculty and staff: service hours are based on number of work days in a specific monthly pay period; on average, you earn approximately 10 hours per month of service. • Part-time faculty and staff: pro-rated based on time actually worked. <p>You continue to accrue sick leave while using sick leave.</p>
Compensation	<ul style="list-style-type: none"> • When using Sick Leave, you are paid based on the hours requested (and approved) for sick leave and for hours you would have otherwise been scheduled to work. • Contact Integrated Disability for information regarding the use of select-term disability (STD), long-term disability (LTD), and workers' compensation.
Benefits Continuation	<p>While on paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as appropriate
Unable to Return to Work	<p>If you are unable to return to work after all Sick Leave balances have been used, you may be eligible to:</p> <ul style="list-style-type: none"> • Apply for other types of leave by contacting your department human resource professional (HRP). • Apply to receive disability benefits if you are off work due to an illness or injury. Return to work assistance is also available from Integrated Disability. • Continue health coverage under COBRA if your employment ends. Contact the Office of Human Resources Customer Service for assistance.
Effect on Retirement Programs	While on a paid leave, retirement contributions continue to be made by you and the university.
For More Information	<p>Refer to the Human Resource Policy, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.27 – Paid Leave

Your Next Steps

- Complete an Application for Leave form and return it to your supervisor.
 - Your department may require the OSU Medical Certification Statement. If this form is required:
 - Contact your health care provider to complete the OSU Medical Certification Statement. Ensure that the form is filled out completely and includes general condition, regimen of treatment, time periods, restrictions and signatures.
 - Return the completed OSU Medical Certification Statement to your supervisor or department human resource professional (HRP) within 15 calendar days of the date you completed the form.
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.

Vacation Leave

Definition	Vacation Leave is paid time off for personal use.							
Eligibility	<p>Regular employees who hold appointments of 50% FTE or great are eligible; all other appointments are not eligible.</p> <p>Vacation accrues while in active pay status and may be used from the date of employment with appropriate approval. Vacation accrued in excess of the maximum carryover will be eliminated at the end of the pay period.</p> <p>Note: Approval for use of vacation by a 12-month faculty member may be denied if the timing is problematic (e.g., falling in the middle of a teaching quarter).</p>							
Compensation	<ul style="list-style-type: none"> • When using Vacation Leave, you are paid based on the hours scheduled. • You continue to accrue vacation while using vacation leave. 							
Vacation payout	Accrued vacation is paid to you, subject to policy limitations, upon termination of employment or retirement, or to the next of kin upon your death. Payouts are at the current rate of pay and subject to the accrual schedule.							
Benefits Continuation	<p>While on paid leave, your coverage and contributions (if any) will continue to be deducted from your pay for the following benefits in which you are enrolled at the time of the leave:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable </td> </tr> </table>						<ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance 	<ul style="list-style-type: none"> • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable
<ul style="list-style-type: none"> • Medical coverage • Dental coverage • Vision coverage • Flexible Spending Accounts (FSA) • Group Term Life Insurance 	<ul style="list-style-type: none"> • Dependent Group Life Insurance (DGLI) • Voluntary Group Term Life Insurance (VGTLI) • Long-Term Disability (LTD) • Select-Term Disability (STD) • Other payroll deductions as applicable 							
Effect on Retirement Programs	While on a paid leave, retirement contributions continue to be made by you and the university.							
Vacation Leave Accrual Schedule¹	Category Full-Time	Years of Service	Months of Service	Hours Earned Per Year	Days Earned Per Year	Maximum Hours for Vacation Carry-over and Payout		
	Civil Service	0 to 7	0 to 84	80	10	Equal to the amount earned last 3 years.		
		7+to 14	85 to 168	120	15			
		14+to 24	169 to 288	160	20			
		24+	289+	200	25			
	Unclassified Professional (A&P)	0 to 3	1 to 36	96	12	240		
		3+to 10	37 to 120	120	15	240		
		10+to 24	121-288	176	22	240		
		24+	289+	200	25	240		
	Senior A&P and 12-Month Faculty	0 to 25	0 to 300	176	22	240		
25+		301+	200	25	240			
¹ This chart is designed for those with eligible 100% full-time equivalency (FTE) appointments. For eligible appointments less than 100% FTE, the vacation leave accrual rate is pro-rated according to the FTE percentage of the appointment.								
For More Information	<p>Refer to the Human Resource Policy, available online at http://hr.osu.edu/policy/policyhome.htm:</p> <ul style="list-style-type: none"> • 6.27 – Paid Leave 							

Your Next Steps

- ❑ Complete an Application for Leave form and return it to your supervisor.
- Note:** All forms that are included in this booklet are also available from your HRP and/or supervisor, the Office of Human Resources Customer Service Center, or online at <http://hr.osu.edu/hrpubs/forms.htm>.



Application for Leave

Employee Name _____ Employee ID # _____

Department _____ College/Unit _____

REASON(S) FOR REQUEST

LEAVE DESIGNATION:

Family and Medical Leave* Work Related Injury/Illness* Neither

CHECK ALL BOXES THAT APPLY

PAID LEAVE:

	Dates	# Hours		Dates	# Hours
<input type="checkbox"/> Vacation	_____	_____	<input type="checkbox"/> Sick Leave* Please Specify:	_____	_____
<input type="checkbox"/> Vacation in place of sick leave	_____	_____			
<input type="checkbox"/> Organ Donation Leave	_____	_____	<input type="checkbox"/> Illness/injury	Self <input type="checkbox"/> Family* <input type="checkbox"/>	_____
<input type="checkbox"/> Compensatory Time	_____	_____	<input type="checkbox"/> Medical appointment	<input type="checkbox"/> <input type="checkbox"/>	_____
<input type="checkbox"/> Jury Duty/Court Appearance*	_____	_____	<input type="checkbox"/> Death in Family		_____
<input type="checkbox"/> Military Leave*	_____	_____	*Relationship	_____	
<input type="checkbox"/> University Business	_____	_____	<input type="checkbox"/> Exposure to Contagious Disease		

TOTAL HOURS PAID LEAVE _____

UNPAID LEAVE: MEDICAL* PERSONAL*

Unpaid Time Off (10 or fewer consecutive working days)
Beginning and Ending Dates _____ # Hours _____

Unpaid Leave of Absence (more than 10 consecutive working days)
Beginning and Ending Dates _____ # Hours _____
Last date worked _____ Last date in active pay status _____ Return date _____

Extension of previously approved leave of absence*

TOTAL HOURS UNPAID LEAVE _____

ADDITIONAL INFORMATION: (Reason for absence, etc.)

**Any item followed by an (*) requires appropriate documentation. See reverse for explanation of documentation requirements.*
I understand that approval of this request is contingent upon the availability of adequate leave balances. Falsification of this Application for Leave or of the supporting documentation is grounds for disciplinary action, up to and including dismissal.

Employee Signature: _____ Date _____

ADMINISTRATIVE ACTION

Department/Administrative Signature: _____ Date _____

College/Unit Signature: _____ Date _____

Staff absences require only the above two signatures. Faculty unpaid leaves and faculty paid leaves **DUE TO UNIVERSITY BUSINESS** that exceed ten consecutive work days during an academic quarter require approval by the department, college, and Provost (below).

Provost Signature: _____ Date _____

Approved Disapproved Comments: _____

OPTIONAL

Person responsible in my absence _____ Phone #: _____

In an emergency, I may be reached through _____ Phone #: _____ E-mail: _____

LEAVE EXPLANATIONS AND DOCUMENTATION REQUIREMENTS

TYPES OF LEAVES	EXPLANATION OF LEAVES	PROCESSING/DOCUMENTATION REQUIREMENTS
DESIGNATIONS		
<ul style="list-style-type: none"> • Family and Medical Leave (FML) (HR Policy #6.05) • Work Related Injury/Illness • None 	<p>Entitles eligible faculty/staff to 12 work weeks of leave to care for 1) a child following birth/adoption, 2) a seriously ill family member, or 3) a serious personal illness. May be paid or unpaid.</p> <p>Absence resulting from accidental injury or illness occurring at work.</p> <p>Request does not apply to any of the leave designations.</p>	<p>Check appropriate box when requesting FML. Requires Medical Certification Statement (#53776).</p> <p>Check appropriate box when requesting leave. Requires documentation that complies with Ohio Bureau of Worker's Compensation. Contact Office of Human Resources/Benefits (2-3439).</p>
PAID LEAVE (HR Policy #6.27)		
<ul style="list-style-type: none"> • Vacation • Sick Leave • Vacation in place of sick leave • Organ Donation Leave • Compensatory Time • Jury Duty/Court Appearance • Military Leave • University Business 	<p>Time off for personal reasons.</p> <p>Absence due to medical need; personal or immediate family member.</p> <p>Vacation used for absence due to medical need.</p> <p>Regular employees (75% FTE or greater) who donate an adult kidney or any portion of an adult liver or adult bone marrow.</p> <p>Time off in lieu of overtime by non-exempt staff.</p> <p>Excused absence if subpoenaed to serve on a jury or as a witness.</p> <p>Leave of absence without loss of pay for up to 31 calendar days or a maximum of 176 hours a calendar year.</p> <p>Absence from regular work site for work related or professional reasons.</p>	<p>Follow department procedures.</p> <p>Follow department procedures. Medical Certification Statement may be required.</p> <p>Follow department procedures. Medical Certification Statement may be required.</p> <p>Follow department procedures. Medical Certification Statement may be required.</p> <p>Pre-approved and scheduled by mutual agreement within 180 days.</p> <p>Attach copy of subpoena or summons as required.</p> <p>Attach copy of military orders as required.</p> <p>Follow department procedures for reporting absence. Emergency information is optional.</p>
UNPAID LEAVE (HR Policy #6.45)		
<ul style="list-style-type: none"> • Medical Leave • Personal Leave • Unpaid Time Off • Unpaid Leave of Absence 	<p>Approved time off without pay for employee's medical reasons.</p> <p>Approved time off without pay for personal reasons including to care for immediate family member.</p> <p>Approved time off without pay for less than 10 consecutive working days.</p> <p>Approved time off without pay for more than 10 consecutive working days for medical or personal leave.</p>	<p>Check appropriate box. Medical Certification Statement may be required.</p> <p>Check appropriate box. For personal leave, provide written description of specific nature of leave. Medical Certification Statement may be required to justify family member's medical condition.</p> <p>Follow department procedures. Process in HRIS.</p> <p>STAFF: Department approves or disapproves unpaid leave of absence requests. If approved, the department assures dates are accurate and supporting documentation is complete, and processes in HRIS. Employee is responsible for arranging continuation of benefits with the Office of Human Resources/Benefits (2-1050).</p> <p>FACULTY: Unpaid leaves of absence require approval of the department chair, dean, and provost. Sick leave and vacation DO NOT require approval of the provost. An unpaid leave of absence may not exceed two consecutive years; is granted for no more than one year at a time; and does <u>not</u> automatically stop the tenure clock for probationary tenure track faculty. See http://oaa.ohio-state.edu/handbook/ix_loa.html for further information on faculty leaves of absence.</p>
<ul style="list-style-type: none"> • Extension of Previously Approved Leave 	<p>For medical and personal leave of absence.</p>	<p>Requires up-dated Medical Certification Statement.</p>

This is not intended as an exhaustive description of policies and procedures governing leave options. For documentation see HR Policies & Procedures Manual (www.ohr.ohio-state.edu) and collective bargaining agreements for bargaining unit members. Contact the Office of Human Resources Consulting Services (2-2800) with questions about this form and leave procedures.

OSU MEDICAL CERTIFICATION STATEMENT

This form must be completed when requesting Family and Medical Leave on Application for Leave form (#53760). It may also be used for sick leave and medical leave of absence requests. OSU reserves the right to request additional information to verify medical certification. This information is confidential and should not be kept in an employee's personnel file.

Section A To be completed by the employee

Employee's Name _____ Date _____

Patient's Name _____ Family _____
(if different from employee) Relationship _____

General nature of condition:

Section B To be completed by physician/practitioner for employee or family member

1. Will employee/family member be hospitalized? Yes No
2. Description of medical condition and prescribed regimen of treatment:
3. Length of absence or length of time necessary to provide care: (attach schedule of treatments/office visits if leave is to be taken intermittently)
4. Approximate Date of Delivery if maternity related _____

Employee Information

5. Is employee able to perform work of any kind? Yes (complete item 6) No (complete item 7)
6. List any work restrictions:
7. Is medically unable to perform work from _____ through _____

Family Member Information

8. Does/will the patient require assistance for basic medical, hygiene, nutritional, safety or transportation needs? Yes No
9. Is the employee's presence necessary or would it be beneficial for the care of the patient? Yes No

Physician/Practitioner Signature _____ Date _____

Field of Specialization _____

Address _____ Phone _____

Section I: Personal Information

Employee's Full Name: Last First MI

Daytime Phone E-mail Address OSU Employee ID # (required)

- Reason for completing form:
- Unpaid Court Appearance
 - Unpaid Family and Medical Leave (FML) — skip Section II
 - Unpaid Medical Leave (Employed less than one year)
 - Unpaid Medical Leave (Employed one or more years) — skip Section II
 - Unpaid Personal Leave

Expected return to work date _____

Section II: Benefit Elections (May only continue coverage in programs currently enrolled)

Benefit Programs:	CONTINUE	WAIVE
Medical Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Dental Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Vision Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Group Term Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Group Life Insurance (DGLI)	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability (LTD)	<input type="checkbox"/>	<input type="checkbox"/>

Section III: Benefit Elections (May only continue coverage in programs currently enrolled)

Benefit Programs:	CONTINUE	WAIVE
Flexible Spending Account—Health Care	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary Group Term Life Insurance (VGTLI)	<input type="checkbox"/>	<input type="checkbox"/>
Short-Term Disability (STD)	<input type="checkbox"/>	<input type="checkbox"/>

Section IV: Payment Election

Indicate payment method for benefits being continued during leave:

Monthly Direct Payments Lump Sum Payment Prior to Leave

Section V: Certification

I have received, read, and understand the material explaining the terms and conditions of The Ohio State University Health Plans. I declare that any individual for whom I am requesting health coverage meets the definition of an eligible dependent as stated in the specific Health Plan Detail, available online at hr.osu.edu, I understand that any person who, knowingly and with intent to defraud, applies for coverage or files a claim containing any materially false information is guilty of fraud, which is subject to disciplinary action, up to and including termination of employment. I understand that my elections may not be changed or voluntarily cancelled at any time during the plan year (January 1–December 31) unless a qualifying status change occurs, as defined by the plan. The Office of Human Resources Customer Service Center must receive notification of the change within 31 days. I certify that all information provided on this form is true and correct to the best of my knowledge.

Signature of Applicant Date

Payments are due: On the first day of each month during the leave. **Make checks payable to:** The Ohio State University

If you have questions, contact the Office of Human Resources Customer Service Center at service@hr.osu.edu, (614) 292-1050, or 1-800-678-6010.

Return completed form to: Office of Human Resources, Benefits Processing/Leaves,
Suite 300, 1590 North High Street, Columbus, OH 43201-2190.

Section I: Personal Information

Employee's Full Name: Last	First	MI
Daytime Phone	E-mail Address	OSU Employee ID # (required)
Military Leave (More than One Month)		
Reason for completing form	Expected return to work date	

Section II: Benefit Elections (May only continue coverage currently enrolled in)

Benefit Programs:	CONTINUE	WAIVE
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Dental Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Vision Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Spending Account—Health Care	<input type="checkbox"/>	<input type="checkbox"/>
Dependent Group Life Insurance (DGLI)	<input type="checkbox"/>	<input type="checkbox"/>
Voluntary Group Term Life Insurance (VGTLI)	<input type="checkbox"/>	<input type="checkbox"/>
Short-Term Disability (STD)	<input type="checkbox"/>	<input type="checkbox"/>

Section III: Payment Election

Indicate payment method for benefits being continued during Military Leave:

<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Lump Sum Payment Prior to Leave
<input type="checkbox"/> Monthly Direct Payments	<input type="checkbox"/> Lump Sum Payment Upon Return

Billing Information:

Name	Street Address	City	State	Zip Code
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Section IV: Certification

I have received, read, and understand the material explaining the terms and conditions of The Ohio State University Health Plans. I declare that any individual for whom I am requesting health coverage meets the definition of an eligible dependent as stated in the specific Health Plan Detail, available online at hr.osu.edu, I understand that any person who, knowingly and with intent to defraud, applies for coverage or files a claim containing any materially false information is guilty of fraud, which is subject to disciplinary action, up to and including termination of employment. I understand that my elections may not be changed or voluntarily cancelled at any time during the plan year (January 1 – December 31) unless a qualifying status change occurs, as defined by the plan. The Office of Human Resources Customer Service Center must receive notification of the change within 31 days. I certify that all information provided on this form is true and correct to the best of my knowledge.

Signature of Applicant	Date
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Visit <http://hr.osu.edu> for more information.

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