

LEAVE WITHOUT PAY

**SOURCE: OHIO ADMINISTRATIVE CODE 123:1-34-01 & OCSEA/AFSCME
BARGAINING UNIT AGREEMENT ARTICLE 31 & OHIO EPA ADMINISTRATION**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Leave Without Pay Policy:

1. *Leave without pay* is any absence from work regardless of length for which there is no payment made by the agency to employees.
2. Leave without pay must be requested in advance using the standard [Request for Leave form \(ADM 4258\)](#) and approved by the appointing authority or designee.
3. Employees may not take leave without pay when there is a balance of appropriate leave.
4. During pregnancy and immediately following delivery, employees may be granted up to six months of unpaid leave if all accumulated balances have been used. See [Maternity Leave Policy](#).
5. For an extended personal illness, employees may be granted up to one year of unpaid leave if all other paid leaves and disability benefits (if eligible) have been exhausted.
6. If employees serve as union representatives or officers, they may be granted unpaid leave for union business during the term of office. Vacation and Personal leave balances do not have to be used before being placed on an unpaid leave of absence to serve as a Union representative or officer.
7. Other unpaid leaves of absence may be granted upon request for a period not to exceed one (1) year.

See: [Conditions of Employment, Conduct and Discipline](#).

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