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| <p>Name of Policy: Transfer of Sick Leave</p> <p>Policy Number: 3364-25-24</p> <p>Approving Officer: President</p> <p>Responsible Agent: Associate Vice President and Chief Human Resource Officer</p> <p>Scope: The University of Toledo—all campuses</p> |  <p>Review date: September 25, 2017</p> <p>Original effective date: May 2, 2011</p> |
| <p>Key words: accumulate sick leave, amount of sick leave, employee sick leave transfer, prior sick leave, sick leave</p> | |
| <p><input type="checkbox"/> New policy proposal</p> | <p><input type="checkbox"/> Minor/technical revision of existing policy</p> |
| <p><input type="checkbox"/> Major revision of existing policy</p> | <p><input checked="" type="checkbox"/> Reaffirmation of existing policy</p> |

(A) Policy statement

The University of Toledo (“the University”) permits employees to accumulate sick leave and does not limit the amount of sick leave an employee may accumulate. The University permits, in certain circumstances, employees to transfer sick leave from other Ohio public employers.

(B) Purpose of policy

To provide procedures for transferring sick leave to the University.

(C) Procedure

- (1) The University permits employees to earn and accumulate sick leave without limit.
- (2) A new employee who transfers from an Ohio public agency to the University may be eligible, upon the employee’s request, to be credited with the employee’s accumulated, unused sick leave credit from another Ohio public agency. To transfer accumulated, unused sick leave credit to the University, the following is required:
 - (a) The employee must be rehired within 10 years of the prior separation from state service (this period is tolled if the employee held any elective public office, whether that was attained through election or by appointment);
 - (b) The employee must not have already converted the accumulated, unused sick leave balance to cash;

- (c) The employee must notify the University’s Human Resources department of the amount of accumulated, unused, and unconverted leave and must provide reasonable documentation in support of that claim. The University may seek additional confirmation from the employee, the former employer, or both, before the accumulated, unused sick leave is credited to the employee.

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| <p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>September 25, 2017</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Associate Vice President and Chief Human Resource Officer</i></p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-24, effective date May 2, 2011</i> <p>Initial effective date: May 2, 2011 Review/Revision Date: June 26, 2014, September 25, 2017 Next review date: September 25, 2020</p> |
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