



## 3344-63-04 Types of leave

their work shift or schedule, are automatically entitled to eight hours of holiday pay whether they work on the holiday or not, provided they are in active pay status for the ~~entire shift on the scheduled work day~~

vacation accrual. The staff member continues to earn vacation leave at a rate that is based on years of service at the university. Full-time staff who have unpaid hours within a pay period earn vacation on a pro-rated basis. Classified part-time staff appointed to a po

month of June to the beginning of the succeeding pay period, a maximum of thirty days (two hundred and forty hours) of accumulated vacation leave. This vacation leave carryover limitation does not apply to employees who, as of June 30, 1995 had more than eighteen years of continuous service at Cleveland state university. A carryover exemption does not apply to the accrual limits for unused vacation throughout the upcoming fiscal year, or payout of unused vacation hours at separation or retirement.

(6) Non-bargaining



writing.

- (4) Exhaustion of paid sick leave: If the absence due to the employee's illness or injury or immediate family member extends beyond the availability of accrued si



six months for personal reasons. Such a leave may be granted by the department of human resources upon recommendation by the employee s department head.

- (2) Military leave. Cleveland state university will comply with the appropr