

Sick and Vacation Leave

All sick and vacation leaves are submitted through <http://eleave.osu.edu>. For questions, please contact Juliana Hardymon at Hardymon.7@osu.edu.

Sick Leave

If you are out ill, you must contact your direct supervisor and the main office at 614-292-2514.

Vacation

9-month faculty members, hourly students and graduate student employees do not accrue vacation time. Personal time away from the office should be arranged in consultation with the Department Chair. Arrangement for coverage of teaching and professional assignments should also be approved by the Department Chair in advance.

Staff members do accrue vacation based on their position and years of service. Staff planned absences should be discussed with your supervisor in advance as much as possible. In most cases, planned absences can be accommodated. In some cases, though, department needs may be such that your request cannot be approved and you may be asked to consider alternative dates.

Entering Vacation and Sick Leave (adopted from asc.bsc.osu)

1. Login to eleave by going to eleave.osu.edu and entering your name and password. This will load your home screen which will display "Leave Request Home."
2. Select the dates of leave using the pop-up calendar.
3. Pick the job you want the leave request to apply to under "Job Details." This is only applicable to those individuals with multiple appointments.
4. Indicate the Leave Designation. Please note that Family and Medical Leave and Work Related Injury/ Illness require documentation.
 - a. If either of those designations apply, please contact Juliana Hardymon at Hardymon.7@osu.edu.
5. Pick the type of leave by entering the total hours and selecting the appropriate type from the drop down menu. Choosing "sick" will require a reason for the leave. The TRC Code box will automatically populate.
6. Click "create leave request" to view a summary of your leave before you submit it for approval. You may make changes from the summary screen if necessary.
7. Enter a comment if you need to communicate with your leave request approver. Please note that these comments are public record – they cannot be deleted and can be viewed by anyone. Do not include medical documentation in the comments.
8. View your leave balances and future leave hours to be deducted. Approved leave requests are contingent upon adequate leave balances.
9. Click "Save for later" to review your request before you submit it for approval or click "Submit for approval" if your request is ready to be reviewed by your supervisor. You can submit leave requests six months in advance.
 - a. Once approved, leave requests automatically flow to timesheets.
 - b. Requests for future leaves are marked as "pending" until leave is actually taken.