



**RESOLUTION TO RESCIND
LEAVE WITHOUT PAY FOR EXTENDED SERIOUS HEALTH CONDITION
OR DISABILITY, EXCLUDED PROFESSIONAL/ADMINISTRATIVE STAFF
POLICY, 3356-7-08**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting
June 24, 2025
YR 2025-67**

TO BE RESCINDED

3356-7-08 Leave without pay for extended serious health condition or disability, excluded professional/administrative staff.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Human Resources
Revision History: March 1998; April 2012; December 2017
December 2022; June 2025
Board Committee: University Affairs
Effective Date: June 24, 2025
Next Review: N/A

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Duration. An employee may request a leave without pay for his or her own extended serious health condition or disability. This leave may be granted for a period of up to six months for an extended serious health condition or disability following the exhaustion of all accrued paid sick and/or vacation leave and unpaid leave pursuant to the Family Medical Leave Act (“FMLA”).
 - (2) All requests for unpaid leave must be supported by medical evidence from a physician (or duly qualified medical practitioner) indicating that the employee is unable to substantially and materially perform their job responsibilities for a specified period of time, a specific date by which it is anticipated the employee will be able to return to work, and any restrictions for the employee’s return to work.
 - (3) The granting of leave without pay is within supervisory discretion based on the business needs of the university and is subject to the final approval of the chief human resources officer, or designee.

- (4) In order to allow for the business needs of the university, the office of human resources may, in its discretion, require an employee to submit consecutive requests for leave.
- (5) Employees requesting a leave without pay pursuant to this policy may be required to undergo an examination at the university's expense to confirm the state of the employee's health.
- (6) The university will maintain all group insurance benefits for a full-time employee who has been employed by the university for at least one year prior to the employee commencing a leave without pay for an extended serious health condition or disability. The employee will be responsible for paying the employee's share of the health insurance cost during this leave. Failure of the employee to make payments in a timely manner may result in the loss of health insurance benefits.

(C) Procedures.

- (1) Excluded professional/administrative staff requesting extended leave without pay for an extended serious health condition or disability must complete and forward to the office of human resources the "Request for Leave Form" specifying the reason for the leave, the anticipated duration of the leave and include appropriate medical documentation. Unless exigent circumstances exist, a completed request must be submitted at least thirty days in advance of the need for leave.
- (2) If the leave without pay for an extended serious health condition or disability request is granted, human resources will notify the appropriate supervisor, administrator and/or division director.
- (3) An employee who does not return at the conclusion of the approved leave should contact their Ohio pension plans regarding disability retirement eligibility or the office of human resources regarding possible long-term disability benefits provided by the university.