


Name of Policy: <u>Classified Continuous Service</u> Policy Number: 3364-25-43 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: The University of Toledo – All Campuses		 Revision date: December 21, 2022 Initial effective date: June 11, 2009	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

For the purposes of determining accrual of vacation and percentage of longevity pay for classified employees, seniority shall mean length of service with the state. The term “continuous service” shall be so construed that absence from employment due to illness, accident, other approved leaves of absence or layoffs up to two (2) years due to lack of work or funds shall not cause a break in the meaning of the term “continuous service.”

(B) Purpose of policy

The purpose is to set forth type of instances which shall cause a break of continuous service.

(C) Procedure

Continuous service shall be broken for any of the following reasons:

- (1) Quit or voluntary resignation;
- (2) Discharge for cause;
- (3) Failure to return to work at scheduled expiration of leave of absence;
- (4) A leave of absence may be canceled and service broken if the employee performs other work without prior approval of the university;
- (5) An employee absent from work for three (3) consecutive working days without notification except in case of extreme personal emergency;
- (6) An employee on layoff who fails to report for work within ten (10) days after being notified by registered mail at their last address on file in the human resources department.

(D) References

- (1) Ohio Revised Code § 124.01.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>December 21, 2022</u> Date</p> <p><i>Review completed by: Chief Human Resources Officer, Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>05-008 Seniority (former Health Science Campus policy; last reviewed 07/01/2003)</i> <p>Initial effective date: June 11, 2009</p> <p>Review/revision date: September 13, 2013, October 13, 2016, September 3, 2019, December 21, 2022</p> <p>Next review date: December 21, 2025</p>
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