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CORRECTED
Payroll Letter 838

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers
of All Departments, Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: Emergency Service, Organ Donor, Red Cross and Other Leaves

New payroll reporting codes have been created to capture leave usages for two recently passed pieces of legislation and for some infrequently used leave categories. Emergency Service Leave was established in Senate Bill 115 and Organ Donor Leave was established in Amended House Bill 326. Infrequently used leave categories that may now be reported on payroll include Red Cross Leave, as well as a new category called Other Leave.

Emergency Service Leave

Emergency Service Leave is intended to provide state employees paid leave when the employee must be absent from work in order to provide volunteer emergency service. At the beginning of each calendar year, eligible state employees will receive forty hours of paid leave for use when providing emergency medical service in accordance with the statutory duties as defined by R.C. 4765.01 (G). At the end of each calendar year, any unused hours will not carry forward and will not be eligible for cash conversion.

All full-time and part-time permanent (appointment types: 01, 04, 08, 11, 12, 17 and 18) employees who have met the certification requirements for holding a position as an EMT-basic, EMT-I, first responder, paramedic, or volunteer firefighter are eligible.

Report on payroll by entering "ESLV" in the payroll exception area. This will generate a payroll exception template where you can report the hours used. The comment area following the exception will default to "Emer Serv Lv".

A new field (Emer Sv Bal) has been added to the second PAYU screen that will show the number of Emergency Service Leave hours available to the employee. Should more than 40 hours of Emergency Service Leave be reported on an employee during the calendar year, the system will automatically reduce the employee's pay by the number of hours reported in excess of 40 hours (similar to excessive use of Military Leave).

For additional information, please refer to the State of Ohio Policy for Granting Emergency Service Leave @ www.ohio.gov/hrpolicy



Organ Donor Leave

Living Organ and Bone Marrow Donor Leave is intended to provide an opportunity for full-time permanent (appointment types: 01, 08, 11 and 17) employees to receive approval for a specified amount of paid leave immediately after donating their kidney, a portion of their liver, or bone marrow in order to recuperate from the procedure.

Report on payroll by entering "ODLV" in the payroll exception area. The comment area following the exception will default to "Organ Leave". This will generate a payroll exception template where you can report the hours used.

For additional information, including a copy of the Donor Certificate (ADM 4261), please refer to the State of Ohio Policy Regarding Living Organ and Bone Marrow Donor Leave @ www.ohio.gov/hrpolicy

Disaster Service Volunteer Leave (ORC 124.132) (Red Cross Leave)

A state employee who is a certified disaster service volunteer of the American Red Cross, may be granted leave from their work with pay, not to exceed thirty work days in each year, to participate in specialized disaster relief services for the American Red Cross, upon the request of the American Red Cross for the services of that employee and upon the approval of that employee's appointing authority. The appointing authority shall compensate an employee granted leave under this section at their regular rate of pay for those regular work hours during which the employee is absent from his work.

Report on payroll by entering "DSVLV" in the payroll exception area. This will generate a payroll exception template where you can report the hours used. The comment area following the exception will default to "Disaster Lv". No portion of Disaster Service Volunteer Leave will be included in calculating overtime.

Other Leave

This is a new category that agencies can utilize to capture leave usages that do not fall under any of the other reporting categories. Report on payroll by entering "OTHERLV" in the payroll exception area. This will generate a payroll exception template where you can report the hours used. The comment area following the exception will default to "Other Leave". Agencies may change this comment to better reflect the leave type, or you may add a comment pay exception.

Employees requesting any of the leave types mentioned above must use the standard [Request for Leave](#) form (ADM 4258). Employees must mark the box for "Other" and specifically indicate the leave type on the form. All of these leave categories will be captured under object of expense 020-18 – Other Leave Compensation.

If you have any questions concerning these policies, please contact the DAS HRD Policy Unit at (614) 752-5393. If you have questions regarding processing, please contact the Payroll Support Unit at (614) 644-2915.

DRP/jam