

MEDICAL COLLEGE OF OHIO

Subject: CALL-BACK PAY AND ADMINISTRATIVE LEAVE

Policy No.: 05-022

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Eligible non-bargaining unit, hourly employees who are called back to work shall be paid a minimum of three (3) hours of pay no matter how short the time is actually worked. Such hours shall be recognized as hours of work for purposes of the current policy on overtime calculation.

The three (3) hour call-back provision of this policy shall not apply when an employee continues to work after the regular work schedule without leaving the work site or when an employee is called into work early and continues to work into the regular work shift. An employee called back to work shall not be eligible to receive additional call-back pay if called back again within one (1) hour after clocking out.

The Medical College of Ohio will provide thirty (30) hours of Administrative Leave per calendar year for classified and unclassified employees in the bargaining unit.

When employees are called back to work for an emergency, and said employees perform services which would prohibit them from having eight (8) hours of rest prior to the beginning of their next regularly scheduled shift, such employees may request permission from their supervisor to use Administrative Leave in one (1) hour blocks or more.

Source: Vice President for Operations

Effective Date: 07/01/86

Revision/Review Date:

10/15/87  
08/01/88  
08/07/89  
08/06/90  
10/22/91  
12/09/93  
03/22/95  
07/01/95  
07/22/96  
04/01/98 Reviewed  
07/01/99 Revised  
07/01/00 Reviewed  
07/01/01 Reviewed  
07/01/02 Reviewed  
07/01/03 Reviewed