


Name of Policy: Classified continuous service Policy Number: 3364-25-43 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: March 31, 2026 Original effective date: June 11, 2009	
Keywords: classified service, continuous service, vacation accrual, longevity			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	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 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 the prior approval of the university;
- (5) An employee absent from work for three 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 days after being notified by registered mail at their last address on file in the human resources department.

(D) References

- (1) Section 124.01 of the Revised Code.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew Schroeder EVP for Finance and Administration & CFO</p> <p>Date: March 31, 2026</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • <i>Sr. Associate Vice President and Chief Human Resources Officer EVP Finance & Administration and CFO</i> • <i>President</i> 	<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Policies superseded by this policy: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>Original effective date: <i>June 11, 2009</i></p> <p>Review/revision date: <i>September 13, 2013 October 13, 2016 September 18, 2019 December 21, 2022 March 31, 2026</i></p> <p>Next review date: <i>March 31, 2029</i></p>
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