

123:1-31-03

**Absence without leave.**

- (A) Any employee in the classified service who is absent from duty habitually or for three or more successive duty days, without leave and without approval by the employee's appointing authority for such absence may be subject to removal for neglect of duty under provisions of section 124.34 of the Revised Code.
- (B) This rule does not require an appointing authority to initiate removal action if it is determined to be unwarranted nor does it preclude removal action for a shorter period of absence if the absence is of sufficient seriousness. The determination as to what constitutes a serious situation ~~shall be~~ is made by the appointing authority of the agency.

Effective: 7/31/2023  
Five Year Review (FYR) Dates: 5/15/2023 and 05/15/2028

CERTIFIED ELECTRONICALLY

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Certification

07/20/2023

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.34  
Prior Effective Dates: 05/01/1966, 01/09/1976, 07/26/2002, 04/07/2013,  
08/02/2018