

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 notice to the employee's superior officer of the reasons 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 made by the appointing authority of the agency concerned based upon evidence received from supervising subordinates or personal observations or knowledge.

R.C. 119.032 review dates: 03/24/2009 and 05/15/2013

CERTIFIED ELECTRONICALLY

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Certification

03/24/2009

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.34  
Prior Effective Dates: 5/1/66, 1/9/76, 7/26/02