

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 approval by the employee's superior officer~~ approval by the employee's appointing authority ~~for 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.~~

Effective:

R.C. 119.032 review dates: 05/15/2013

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Certification

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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