

THE GALION CITY HEALTH DEPARTMENT  
PERSONNEL POLICY AND PROCEDURE MANUAL

SICK LEAVE CONVERSION

SECTION 5.02  
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**A. POLICY**

1. Retirement Conversion:

- a. Payment of accrued but unused sick leave will be made to each employee upon service retirement under PERS from active service with the Employer and with at least three (3) years of continuous service with the Employer. Such payment shall be made only once to any employee, and the amount of such payment shall be two-thirds (2/3) of the employee's accrued but unused sick leave. Employees shall only be eligible for such payment if they are employed by the Employer at the time of retirement, *and if they provide the Employer with at least thirty (30) days advance notice in writing.*<sup>1</sup>
- b. As used in this policy, "retirement" shall mean disability or service retirement under any state retirement system applicable to the employee. Payment shall be based on the employee's base rate of pay at the time of retirement.
- c. Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.
- d. Payment of accrued but unused sick leave will be made to the beneficiaries of a deceased employee who would have qualified for the sick leave conversion benefits as described herein, in compliance with ORC Section 2113.04.

2. Annual Conversion - Employees who have accumulated at least six hundred (600) hours of unused sick leave and whose sick leave usage has been limited as provided below from December 31 to December 31 shall receive the incentive payment indicated below:

<u>Sick Leave Hours Used in Year</u>	<u>Incentive Payment</u>
<del>0 - 4 hours</del>	<del>\$200.00</del>
<del>5 - 16 hours</del>	<del>\$140.00</del>
<del>17 - 32 hours</del>	<del>\$ 70.00</del>
<del>Over 32 hours</del>	<del>0-</del>

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<sup>1</sup> Consistent with City PPM.  
{11/6/2014 PLGLNHD 00144139.DOC }

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<i>0 – 4 hours</i>	<i>\$500.00</i>
<i>13 – 24 hours</i>	<i>\$250.00</i>
<i>Over 24 hours</i>	<i>-0-<sup>2</sup></i>

**B. PROCEDURE**

1. Employees eligible to receive the retirement conversion payment hereunder shall, upon retirement from active service under PERS, see the Employer to complete the required request form.
2. Payment to eligible employees shall be made based on the employee's hourly rate of pay at the time of retirement and the documented hours of unused sick leave reflected in the records maintained by the City. Salaried employees shall be compensated based upon an eight (8) hour work day and a work year of 2,080 hours.

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2 This scale is consistent with the City PPM.  
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