

SICK LEAVE

[ORC 124.39, 124.38, 124.382, 124.34](#)

A. POLICY

1. Accrual - All employees, regardless of employment status, accrue .0575 hours of sick leave for each hour in active pay status (4.6 hours of sick leave for each completed eighty [80] hours of service), up to a maximum accumulation of one hundred twenty (120) hours per year. Employees may accumulate and carry over all sick leave accrued with no limits. Full-time salaried employees shall accrue sick leave based on a forty (40) hour workweek.

2. Credit ~~For~~ Prior Public Service - Employees who transfer between City Departments or Agencies, or who were previously employed by another public agency, or who are reappointed or reinstated, will be credited with the unused balance of accumulated sick leave, provided the time between separation, reappointment or transfer does not exceed ten (10) years and provided the employee has not cashed in any portion of that balance under O.R.C. 124.39. The words "public agency" as used above means those entities required to provide sick leave under R.C. 124.38 and 124.382, including the State, counties, municipalities, all boards of education, civil service townships, etc. within the State. Villages, Private Industry Councils, non-civil service townships, libraries organized as non-profit corporations, and other entities not required to provide sick leave under R.C. 124.38 or 124.382 are not "public agencies" for purposes of this policy. Notwithstanding the above or the Sick Leave Conversion Policy herein, if any "person removed for conviction of a felony" within the meaning of R.C. 124.34 is "subsequently re-employed" by the City, such person is only qualified to accrue sick leave as if the individual were a new employee receiving no credit for prior service.

The requirements for allowing sick leave transfers have been the subject of differing interpretations and legislative revisions. Therefore, to the extent the Employer has already allowed employees to transfer in sick leave credit prior to the adoption of this policy, that credit is not negated with respect to employees already credited as of the adoption of this policy or revision.

3. Usage - Upon approval of the Employer, sick leave may be used for the following reasons:
 - a. Personal illness, injury, pregnancy-related condition or exposure to contagious disease which could be communicated to other employees;
 - b. Illness, injury or pregnancy-related condition of employee's immediate family where the employee's attendance is reasonably necessary;

- c. Death of a member of the employee's immediate family; or
 - d. Medical, dental, psychological or optical examinations or treatment of employee, or of a member of the employee's immediate family when the employee's attendance is reasonably necessary, and when such examination or treatment cannot be scheduled during non-work hours.
4. Immediate Family - For purposes of this policy, "immediate family" is defined as the employee's: mother, father, brother, sister, child, spouse, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, step-parents, step-children, step-siblings, legal guardian or another person who stands in the place of a parent.
 5. Charging Sick Leave - Employees absent on approved sick leave shall be paid at their applicable hourly or salaried rate. Sick leave payment shall not exceed the employee's normal straight time hourly, daily or weekly earnings. If an employee is paid for sick leave which is subsequently denied, the amount overpaid shall be deducted from the employee's next paycheck. Sick leave shall be charged in minimum increments of ~~one (1) hour~~ fifteen (15) minutes.
 6. Written Statement For Approval - The employee is required to provide the Employer a written statement justifying the use of sick leave. If medical attention is required by the employee or a member of the employee's immediate family, a physician's certificate may be required. The Employer maintains the right to investigate the circumstances surrounding an employee's request for sick leave. A request for sick leave may be denied if:
 - a. The employee fails to comply with the procedure for proper sick leave usage;
 - b. The employee fails to present a required physician's certificate or a properly completed request form by 8:30 a.m. on the Monday following the end of the two (2) week pay period in which the sick leave was used;
 - c. An investigation of a sick leave request discloses facts inconsistent with the proper use of sick leave, such as a pattern of using sick leave before or after regular days off, falsification of sick leave records including a physician's statement/certificate, acting inconsistent with the request for sick leave or other evidence of intent to defraud; or

- d. The employee requesting sick leave is working another job or participating in any recreational or social activity which is inconsistent with the reason the employee requested sick leave.

These circumstances shall also be grounds for disciplinary action which may include dismissal.

- 7. Sick Leave Abuse - Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or the excessive use of sick leave may result in sick leave denial and appropriate disciplinary action. Employees are expected to be home or hospitalized while on sick leave unless on a medical-related errand or appointment.

B. PROCEDURE

- 1. An employee requesting sick leave for a scheduled medical appointment shall notify the employee's immediate supervisor as soon as possible. An employee requesting sick leave for other than a scheduled appointment must notify the direct supervisor or designee of the employee's absence and reason therefore as soon as possible and no later than one (1) hour before the employee's scheduled starting time. ~~Certain departments may require an earlier notification period in order to obtain a replacement to cover the employee's absence.~~ Employees must follow this notification requirement each and every day the employee will be absent, unless otherwise instructed by the Employer. In the case of an absence exceeding three (3) consecutive workdays, a physician's statement specifying the employee's inability to report to work and the probable date of recovery ~~may~~ shall be required.
- 2. Upon return to work from sick leave, an employee must complete ~~an Application For Use of Sick Leave Form~~ Request for Leave Application and submit same to the Employer as soon as possible but by no later than 8:30 a.m. on the Monday following the end of the two (2) week pay period in which the sick leave was used. If the employee is sick the last day of the pay ~~period~~ period, the employee must make arrangements to complete and submit ~~an Application For Use of Sick Leave Form~~ Request for Leave Application within above described time frames.
- 3. If an employee sought medical treatment for an illness or injury, if an employee's illness or injury extends for three (3) or more consecutive work days, or in cases of a pattern of sick leave usage, the Employer may require a Medical Practitioner's Statement stating the date and nature of the illness or injury and when the employee is able to return to work and perform the duties of the position.
- 4. If the employee is unable to return to work and perform the duties of the position by the original date the physician indicated in the Medical Practitioner's Statement, the

Employer shall require another Medical Practitioner's Statement to be provided which indicates the new date when the employee will be able to return to work.

5. The Employer shall review the completed Request for Leave Application ~~Application For Use of Sick Leave Form~~ and the circumstances surrounding the absence. The Employer shall recommend or not recommend approval of the sick leave and sign the Request for Leave Application ~~Application For Use of Sick Leave Form~~. The form shall then be forwarded to the ~~Administrative Secretary to the City Manager and the Finance Director~~ City of Galion, Auditors Office.
6. The Employer shall inform any employee, whose sick leave request is denied, the reasons for such denial and thereafter take the necessary disciplinary action for the employee being absent without approved leave.

SICK LEAVE CONVERSION

ORC 2113.04

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.
- 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.

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- 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:

Sick Leave Hours Used in Year	Incentive Payment
0-4 hours	
	\$200.00
5-16 hours	
	\$140.00
17-32 hours	\$ 70.00
Over 32 hours	
	-0-
0-12 hours	\$500.00
13-24 hours	\$250.00

Over 24 hours

\$0

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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.

VACATION

ORC 124.34, 9.44, 124.134

A. POLICY

1. Accrual: Full-time employees accrue paid vacation leave according to the following schedule:
 - a. After one (1) year of serviceUpon employment: 3.1 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 80 hours (2 weeks).
 - b. Six (6) or more years of service completed: 4.6 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 120 hours (3 weeks).
 - c. Twelve (12) or more years of service completed: 6.2 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week. Maximum accumulation per year = 160 hours (4 weeks).
 - d. Seventeen (17) or more years of service completed: 6.2 hours of paid vacation leave earned for each pay period in active pay status for employees normally scheduled to work 40 hours per week (4 weeks), plus an additional (.31) days per pay period for each additional year thereafter- (one [1] additional day per year.)

~~Upon completion of the first year of employment, a full-time employee shall be credited with two (2) weeks of vacation (e.g., 80 hours) and begin accruing vacation at 3.1 hours per pay period (unless prior service credits are given, which would determine the starting rate). shall begin accruing vacation for the following year at 3.1 hours per pay period.~~ Upon completion of six (6), twelve (12), and seventeen (17) years of service, one (1) additional week (e.g., 40 hours) of vacation shall be added to the employee's accrued vacation balance and the employee shall begin accruing vacation hours for the following year at the applicable higher rate.

2. Part-time Employment - Part-time employees ~~accrue vacation at a proportionate rate figured by comparing their normal biweekly work schedule to that of a forty (40) hour employee shall not be eligible for vacation.~~
3. Intermittent employees shall not be eligible for vacation.

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4. Vacation leave is earned while on other paid leave provided by the Employer but additional vacation is not accrued when working overtime hours. Vacation is not earned for entire pay periods during which an employee is in non-work status, (i.e., leave of absence, disciplinary suspensions, etc.).

3.5. Eligibility:

- a. Full-time employees shall ~~not~~ be entitled to vacation leave ~~under any circumstance until after they have completed one year of service with the City as it is accrued; consistent with the policies and procedures outlined herein.~~
- b. If an employee transfers from one Employer to another, the employee may not transfer accumulated vacation credits and must be paid by the previous Employer for the employee's balance of vacation hours.
- c. Most employees are entitled to credit for prior service with the ~~City, state~~City, state, or any political subdivision of the state for purposes of determining the rate at which the employee will accrue vacation. However, an employee who has retired in accordance with the provisions of any retirement plan offered by the state and who is employed by the ~~City-GCHD~~ on or after June 24, 1987, shall not have the employee's prior service counted for purposes of computing vacation leave.

Notwithstanding the above, any person removed for conviction of a felony "within the meaning of R.C. 124.34" who is subsequently re-employed by the ~~City-GCHD~~ is only qualified to accrue vacation as if the individual was a new employee receiving no prior service credit.

4.6. Scheduling and Approval:

- a. Vacation scheduling is subject to the approval of the Employer and the operational needs of the Health Department.
- b. Vacation leave is to be taken in fifteen (15) minute minimum ~~units-increments~~ as determined by the Employer, and must be requested on the appropriate ~~leave request form~~Request for Leave Application. The Employer may also establish maximum increments.
- c. Vacation scheduling is subject to the approval of the Employer based upon the operational needs of the department and in accordance with the following guidelines for notification:

Vacation Leave

1 week or less

Request

24 hours

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1 week or more

1 week

5-7. Carryover and Payment Forfor Unused Vacation Leave:

a. ~~Vacation leave is to be taken within twelve (12) months following the employee's anniversary date. An employee, in special and meritorious cases and upon approval of the Employer, may be permitted to carry over accumulated vacation leave to the following year. Vacation time off may be accumulated up to three (3) years. In the event an employee exceeds the limit, the Board will pay the employee in cash the excess or provide time off so that no vacation time shall be lost.~~

b. Employees who are on scheduled approved leave when a holiday occurs will receive the holiday and not be charged vacation or sick time.

~~b-c.~~ An employee with one (1) or more years of service, who resigns, retires or is otherwise separated from service with the ~~City~~ GCHD is entitled to compensation at the employee's current rate of pay, for any earned but unused vacation leave to the employee's credit at the time of separation. In the event of the death of an employee, the unused vacation balance shall be paid to the employee's estate.

~~c-d.~~ The Employer shall determine the number of employees that may be on vacation leave at the same time.

~~d-e.~~ Vacation credits are not earned while an employee is in a non-paid status (i.e., disability leave, absence without leave, disciplinary suspension, etc.).

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B. PROCEDURE

1. Employees shall request vacation leave in writing on an ~~Application For Leave Form~~ Request for Leave Application ~~(located in Section 9)~~, following the guidelines outlined in subsection ~~4-6~~ above.
2. The ~~Application for Leave Form~~ Request for Leave Application shall be submitted to the Employer who shall approve or disapprove the request based on its timeliness and the operational requirements of the department.
3. Vacation scheduling is subject to approval of the Employer based upon the operational needs of the department.

HOLIDAYS

A. POLICY

1. Eligibility - Full-time, employees are entitled to the holidays listed herein. Part-time employees are entitled to holiday pay for the number of hours they are regularly scheduled; if the day in which the holiday is observed is their regularly scheduled day. In addition, eligible employees must be in active pay status for the full shift immediately before and after a holiday in order to be paid for the holiday as provided herein.
2. Holidays - All eligible employees are entitled to the following holidays:
 - a. New Year's Day (January 1)
 - b. Good Friday (Friday before Easter)
 - c. Memorial Day (on day observed)
 - d. Independence Day (July 4)
 - e. Labor Day (first Monday in September)
 - f. Veteran's Day (November 11)
 - g. Thanksgiving Day (fourth Thursday in November)
 - h. Day After Thanksgiving (fourth Friday in November)
 - i. Day Before Christmas (December 24)
 - j. Christmas Day (December 25)
 - k. Day Before New Year's (December 31)
 - l. One Floating Holiday

The floating holiday ~~must be taken in~~ is an eight (8) hour ~~increment, and scheduled with the Employer's approval~~equivalent day. If at some future time, the federal or state government mandates an additional holiday other than those listed above, the floating holiday will become the new holiday. The floating holiday shall be charged in minimum increments of fifteen (15) minutes; unless the federal or state government mandates an additional holiday.

Each eligible employee hereunder is also entitled to twenty-four (24) hours of personal paid leave per year, to be taken in no less than ~~one (1) hour~~fifteen (15) minute increments and scheduled at least twenty-four (24) hours in advance, except for emergencies. Each part-time employee shall be entitled to sixteen (16) hours of personal leave per year, to be taken in no less than fifteen (15) minute increments and scheduled at least twenty-four (24) hours in advance, except for emergencies. Intermittent employees do not receive personal leave.

Personal leave may not be used until after successful completion of the probationary period. Personal time that is not used by the end of the year will be lost and will not be paid out in cash to the employee.

Personal leave will be prorated based upon when the employee was hired during the year.

If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.

3. Holiday Pay - Holiday pay shall be an eligible employee's regular hourly rate of pay times the employee's normal daily work hours.
4. Work On Holiday - Any eligible employee required to work on a day of holiday observance shall be paid for all hours actually worked at two (2) times the employee's applicable rate.
5. Employees On Paid Leave - If a holiday occurs while an employee is on sick leave or vacation leave, the holiday will not be charged against the employee's sick, injury or vacation leave balance.
6. Employees On Unpaid Leave - If a holiday occurs while an employee is on an unpaid leave, the holiday will not be paid.

B. PROCEDURE

1. Employees shall request personal paid leave in writing on an Application for Leave Form at least twenty-four (24) hours in advance of the leave, except for emergencies as determined by the Employer, and submit same to the employee's immediate Employer.

FUNERAL LEAVE

A. POLICY

1. Three (3) Days of Funeral Leave - All employees may be granted up to a maximum of three (3) consecutive work days of paid leave in the event of the death of the employee's spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, or grandparents-in-law step-parent, step-child, step-sibling, legal guardian, or other person who stands in the place of a parent.
- 1-2. Two (2) Days of Funeral Leave - All employees may be granted two (2) workdays of paid leave in the event of the death of the employee's grandparents, grandparents-in-law, or grandchild.
- 2-3. Other - All employees may also be granted up to two (2) hours paid leave to attend or participate in the funeral of a deceased City employee, a Board member, a fellow GCHD employee, or a retired fellow employee, and up to eight (8) hours of paid leave to attend the funeral of an employee in their department killed in the scope of their employment.
- 3-4. Usage - Funeral leave may be used to attend the funeral, make funeral arrangements or attend to other matters directly related to the funeral. Funeral leave shall not be granted for any days following the funeral unless approved by the Employer.

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B. PROCEDURE

1. An employee requesting Funeral Leave must complete an Application For Leave Form (located in Section 9) Request for Leave Application and submit the request to the employee's Employer.

CIVIL LEAVE

A. POLICY

1. Eligibility - All employees shall be entitled to leave when subpoenaed for a court appearance or jury duty by the United States, the State of Ohio or any political subdivision during regular working hours, unless such court appearance is in connection with the employee's personal business (e.g., traffic court, divorce proceedings, etc.). This section shall not apply to employees who appear in court as part of their employment, with such appearances compensated as hours worked.

~~4.a. Employees must notify their Supervisor of jury duty or of a witness subpoena upon receipt.~~

2. Payment - Employees on eligible civil leave shall pay all sums paid to them by the court to the ~~Finance Director~~City of Galion Auditors Office and be paid the employee's applicable hourly rate for all time on court leave.
3. Return to Work - An employee released from court or jury duty prior to the end of one-half ($\frac{1}{2}$) of the employee's scheduled work day shall report for the remaining hours of work.

B. PROCEDURE

4. Employees shall complete ~~an Application For Leave Form~~Request for Leave Application, and attach thereto a copy of the subpoena or other evidence of appearance and submit the completed form to their Employer as soon as possible after receipt of the subpoena. Failure to comply with this notice requirement may result in non-payment of Civil Leave pay and/or discipline.

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