

SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL

SICK LEAVE

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- A. Sick leave shall be granted to employees of Sandusky County in accordance with Section 124.38 of the Ohio Revised Code, and as otherwise defined in this manual. The following conditions generally apply to sick leave.
1. Sick Leave Credit: All employees of the County regardless of their employment status shall be entitled to and credited with .0577 hours of sick leave for each hour an employee is in active pay status, up to a maximum annual accumulation of one hundred twenty (120) hours for a forty (40) hour per week employee. Employees working fewer hours will accrue proportionately less sick leave per year. Sick leave for each employee shall be permitted to accumulate without limit. "Active pay status" shall include hours worked, hours on vacation, hours on paid sick leave, and hours on other authorized leave paid directly by the County.
 2. Charging Sick Leave: When sick leave is used, it shall be deducted from or charged to an employee's sick leave balance in one-half (1/2) hour increments. Sick leave payment shall not exceed an employee's normal scheduled workday earnings, and shall be paid at the same hourly rate as if the hours were worked. Sick leave will be paid in accordance with Section 3.01
 3. Sick Leave Use: Sick leave may be used for the following reasons:
 - a. Illness, injury, pregnancy, or childbirth related condition(s) of the employee or a member of the employee's immediate family where the employee's presence is reasonably necessary to provide care for the health and welfare of the affected family member;
 - b. Death of a member of the employee's immediate family as defined in last paragraph of this policy. (Sick leave usage for this purpose is limited to the time actually required to make funeral arrangements and attend the funeral. A maximum of five [5] working days for each occurrence may be used.);
 - c. Medical, dental, or optical examinations or treatment of an employee or a member of an employee's immediate family which cannot be scheduled during non-working hours and where the employee's presence is reasonably necessary. Employees should make every effort to schedule appointments at a time which least interrupts work, use of sick time will only be allowed for the time actually needed for travel to and from the appointment and the time needed for the appointment;

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- d. Exposure of an employee to a contagious disease where attendance at work would jeopardize the health of the employee or the health of the other employees.
4. Evidence Required for Sick Leave Usage: An employee who uses sick leave shall be required to furnish a satisfactory written signed statement to justify the use of sick leave. Evidence required by this section shall be provided on a "Request For Leave Form" or any other form prescribed by the SCAA. Use of sick leave for medical, dental, and optical examinations must be accompanied by a written signed statement from the attending licensed physician stating the date the employee was present for medical, dental, or optical examination or treatment.

Authorization for any absence and the approval of any pay for sick leave is dependent on the timely submission of all leave forms to an employee's supervisor and approval by the SCAA. The employee shall submit the required written justification for an absence on the first day back to work following an absence. An employee's whose absence extends beyond the end of the pay period but who has notified the proper supervisor in accordance with the notification procedures herein, will be paid sick leave during such absence, subject to the subsequent approval of the sick leave by the SCAA. Upon submission of the Request For Leave Form and any other required documentation, the SCAA will either approve or disapprove the requested leave. The employee is responsible for verifying the approval of the requested leave prior to missing scheduled work. If the leave is subsequently not approved, the employee shall be subject to appropriate discipline for being absent without approved leave and shall reimburse the County for any sick leave already paid. The supervisor shall ensure that the employee has been certified as fit for duty by the employee's physician. Failure to provide the written statement on the day the employee returns to work may result in disapproval of any request for approved leave for the absence and disciplinary action for an unauthorized absence unless a satisfactory explanation is given as to why the authorization forms have not been filed in a timely manner. Failure to obtain approval for leave shall also result in a loss of pay for the day(s) the employee was absent.

An employee may be requested to furnish a certificate from a licensed physician to justify the use of sick leave should the absence extend beyond three (3) days. If professional medical attention is required by the employee or a member of the employee's immediate family, a certificate, from the licensed practitioner stating the nature of the illness or condition may be required by the SCAA. An employee may be required to furnish a certificate from a physician to support any absence due to illness or injury if the SCAA suspects that the absence or pattern of absences may be

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unwarranted. Employees who are determined to be habitually absent as evidenced by a negligible sick leave balance may also be required to submit a physician's certificate upon demand.

At the conclusion of an extended illness (7 days or more), an employee shall submit a certificate from the licensed treating physician stating the nature of the illness and specific dates care was provided. The certificate must also include a statement that the employee is physically able to return to work and perform the essential functions of the employee's classification.

The SCAA may require an employee to take an examination, conducted by a licensed physician, designated by the SCAA, to determine the physical or mental ability to perform the essential duties of the employees' position. The cost of such examination shall be paid for by the SCAA.

Nothing in this section will be construed to mean that paid sick leave will automatically be granted to an employee upon request. It is within the discretion of the applicable SCAA or Supervisor.

5. Notification by Employee:

- a. When an employee anticipates an absence from work, the employee shall notify the proper supervisor of the expected absence as follows:
 1. An employee who anticipates being absent shall be held responsible for notifying the proper supervisor not later than thirty (30) minutes after the start of the employee's scheduled shift. However, employees should attempt to notify the appropriate supervisor before the start of the shift. This procedure should be continued each day an employee is absent unless approved otherwise in advance.

Failure to comply with this policy shall be cause for disciplinary action. If an employee is absent habitually or for three (3) or more days without leave or notification, the employee shall be subject to termination.

Different notification requirements apply to departments or agencies operating continuous, twenty-four (24) hour facilities. Employees working in such departments or agencies should consult their supervisor for the particular reporting requirement of their department or agency.

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2. When an absence is due to the scheduling of a medical, dental, or optical appointment, the employee should provide at least one (1) week advance notice to the proper supervisor unless the appointment is of an emergency nature. SCAA with twenty-four (24) hour operations may require employees to schedule appointments on days off, except in emergencies.
3. If an employee has a prolonged illness or some other reason for extended sick leave, such as illness or death of an employee's immediate family member, the employee shall make the SCAA and the employee's immediate supervisor aware of the situation so the employee will not be required to notify the Supervisor on a daily basis. If the SCAA is not made aware of this situation, the employee's absence may be charged as an absence without approved leave.
4. If an employee fails to file a required physician's certificate or written signed statement verifying the employee's illness, or if the written application for use of sick leave is denied and as a result the employee has been overpaid, such overpayment shall be deducted from the employee's next pay.
5. A written signed statement may be denied by the SCAA based upon an investigation which discloses facts inconsistent with proper sick leave usage.

Failure to follow the prescribed notification requirements may also subject employees to disciplinary action for being absent without approved leave.

6. Abuse of Sick Leave: Any employee who fails to comply with the Employer's sick leave rules and regulations will not be eligible for sick leave pay. Submitting an application for sick leave for other than an approved use with intent to defraud the Employer shall result in disciplinary action up to and including termination of employment and/or refund of salary or wages paid. Abuse of sick leave is defined in Section 5.01 (D) of the SCPPM.

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7. Previous Accumulated Sick Leave: Any previously accumulated and unused sick leave of an employee who has been separated from employment in the public service shall be returned to that employee's balance upon re-employment in the public service, provided that such re-employment occurs within ten (10) years following the date on which the employee was last separated from public service and the employee has not previously received payment for all or any part of such unused sick leave.
8. Transfer from Public Agencies: An employee who transfers from one (1) public agency to another shall be credited with the unused balance of the employee's accumulated sick leave up to the maximum of sick leave accumulation permitted in the public agency to which the employee transfers.
9. Expiration of Sick Leave: If an employee's illness or disability continues longer than the time covered by earned sick leave, the employee may be granted the balance of the employee's entitlement to Family and Medical Leave (FML), if applicable. If the employee is unable to return to work following FML, the employee may request a leave of absence without pay or a disability separation.

A leave of absence without pay should only be granted when there is a reasonable expectation the employee will be able to return to work following such leave.
10. Release of Information: All employees shall sign a "Release of Information" form upon return from sick leave when medical attention has been sought, authorizing the SCAA to confirm the cause for the request for authorized sick leave.
11. For purposes of this section, immediate family shall be defined as an employee's spouse, parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis). A verified need for the employees' presence shall be required when sick leave is requested for the care of an immediate family member.