3358:11-5-43 Sick leave plan policy.

(A) Purpose. Sick leave benefits are provided to college employees. Paid sick leave is a benefit of employment with the college. As such, it may only be used as outlined in this policy and the corresponding procedures adopted by the office of human resources.

(B) Sick leave benefit provided for full-time employees.

(1) Each full-time employee is entitled to fifteen days of sick leave per year accumulated at the rate of one and one-fourth days (ten hours) for each completed month of service. The maximum days accumulated shall be two hundred sixty days. The same monthly accrual of one and one-fourth days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

(2) Full and part-time employees who have accumulated a minimum of four hundred hours of sick leave may contribute up to one hundred hours of their accumulation annually to a catastrophic illness “bank” provided that an employee’s balance cannot be reduced below three hundred hours as a result of such a contribution. The amount of accumulation that is contributed by an employee will be deducted from the employee’s sick leave balance and cannot be recovered. The catastrophic illness bank will be managed in accordance with procedures developed by the office of human resources.

(3) Any full-time college employee whose personal illness extends beyond the period of compensation provided by the accumulated or additional sick leave provisions may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness. If one hundred twenty days have been worked during the previous school term, full-time employees on leave of absence without pay shall be entitled to consideration in any board-approved plan for advancement on the salary schedule for experience upon return from leave. The maximum duration of any such unpaid leave of absence shall be one calendar year starting with the first day of absence for which the employee does not receive pay.

(4) Accrued credits shall be allowed to full-time employees transferring their employment from other governance boards of educational institutions or political subdivisions in Ohio and contiguous states, provided said
credits have been computed under the minimum requirements of the laws of the state of Ohio.

(C) Sick leave benefit provided for part-time employees.

(1) Sick leave is accumulated at the rate of five hours for each completed month of service for employees who are scheduled for and regularly work twenty or more hours per week. Sick leave is accrued up to a maximum of two hundred sixty days. The same monthly accrual shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

(2) Part-time staff working less than twenty hours per week do not accrue sick time.

(D) Except as otherwise provided in a collective bargaining agreement between the college and certain employees, an employee having ten (10) or more years service at the college who resigns from the college to retire directly into the state teachers retirement system of Ohio, the school employees retirement system of Ohio or an alternative retirement plan is eligible to be paid in cash for one-fourth of the value of his or her accrued, but unused sick leave upon retirement. Such payment shall be based on the employee’s rate of pay at the time of retirement and shall be considered to eliminate all sick leave that has been accrued by the employee at that time. The maximum payment which may be made under this provision is one-fourth of two hundred sixty days.

(E) Implementation. The vice president of human resources will implement procedures and forms consistent with the provisions of this policy.

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Patricia M. Jezak Certification

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