Sick leave plan

PROCEDURES AND GUIDELINES:

1) Causes for absence from employment covered by sick leave. Sick leave must be taken in one-half hour increments and shall be allowed for a period not to exceed an employee’s accumulated sick leave account but with the limitation hereinafter stipulated and for the following causes:

   a) Personal doctor appointments and doctor appointments for immediate family members where the employee’s absence is required. That portion of a day required for the appointment. When possible, an employee shall attempt to flex his/her schedule or otherwise attempt to schedule appointments to cause the least impact on the employee’s work day.

   b) Illness. For duration of illness. An employee who has been absent for five or more consecutive working days because of an illness, must submit to the Office of Human Resources office a physician’s statement indicating that the employee has restrictions or no restrictions. An employee released to work with restrictions may only return to work in accordance with procedures adopted by the Office of Human Resources and if the college can reasonably accommodate such restrictions.

      i) Injury. For duration of injury.

      ii) Exposure to contagious disease. Until quarantine is lifted or danger removed.


      iv) Death of an aunt, uncle, or grandparent. Maximum of three days for each such death.

      v) Death of a close friend, distant relative or neighbor. One day for each such death, not to exceed five days per year.

      vi) Hospitalization/Illness/Injury in the employee's family. It should be noted that staying with children or family members who are ill, injured or hospitalized and cannot attend school or be left alone, but who are not critically ill, will be permitted on a limited basis.

2) Notification of Absences. It is the employee’s responsibility to notify their supervisor prior to the start of each scheduled workday that they will not be reporting to work.

   a) Method of Notification. The preferred method of notification is direct contact by the employee to the supervisor via telephone. However, other methods of notification may be appropriate. Therefore, it is the responsibility of each supervisor to communicate approved method(s) of notification an employee must use to report all absences.

   b) If professional medical attention is required (by the employee or a member of the employee’s immediate family), or the absence is in excess of three (3) days, a statement from a physician indicating the nature of the condition may be required by the College to justify the use of sick leave and the need to be excused from work. (This is not the same as a “Return to Work” certificate which is required after a five (5) day absence).

   c) Failure to make a reasonable attempt to report illness or neglecting to notify the immediate supervisor may result in forfeiture of the sick leave benefit. A pattern of abuse, failure to report absence(s), unauthorized use, misuse, or falsification of information, shall be grounds for
disciplinary action up to, and including, termination. See policy and related procedures for Standards of Conduct and Disciplinary Process.

3) Family and medical leave runs concurrent with sick leave usage. 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 State Teachers Retirement System (STRS), State Employees Retirement System (SERS) or an Alternate Retirement Plan (ARP) 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 260 days.

These procedures were developed and implemented by the Vice President of Human Resources.

Any changes to the procedures must be submitted to the Board Secretary for President’s Cabinet review (except changes in contact information).

These procedures conform to the policy as approved by the Board of Trustees on June 2, 2009, and as filed with the State of Ohio Electronic Rule Filing with the policy effective date of June 13, 2009.