




POLICY AND PROCEDURE STATEMENT

SUBJECT SICK LEAVE	PAGE 1 OF 2	DATE EFFECTIVE NOVEMBER 1, 2018		
SECTION/POLICY NO. 4.09	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE ORDINANCE 155.05	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK-TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Policy: it shall be the policy of the Village to provide annual sick leave for all full-time employees and a prorated for part-time employees.

PURPOSE:

- I. To meet all federal, state, local and administrative rules.

PROCEDURE

1. Employees may request sick leave for absences resulting from illness as described below, provided they follow the proper procedures outlined in this policy manual:
 - i. Illness or injury of the employee or a member of his/her immediate family.
 - ii. Exposure of employee or a member of his/her immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.
 - iii. Death of a member of the employee's immediate family, see Bereavement Policy.
 - iv. Medical, dental or optical examinations or treatment of employee or a member of his/her immediate family.
 - v. Pregnancy, childbirth and/or related medical conditions.
2. For the purposes of this section, immediate family is defined as spouse, child, mother, father, foster parent or guardian, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepsister, stepbrother, stepson, stepdaughter, half-brother, half-sister, or any dependent person living in the same household on a continuous basis.
3. The Village maintains the right to investigate any employee's absence.
4. For each completed eighty (80) hours in active pay status, an employee earns four and sixth-tenths (4.6) hours of sick leave.
5. For the purposes of this policy, "active pay status" includes hours actually worked, hours on paid holidays and hours on paid sick and vacation leave. Additional sick leave is not earned through the working of overtime.

6. Part-time employees accrue sick leave on a proportionate basis to the hours worked each pay period.
7. The amount of sick leave time any one employee may accrue is unlimited.
8. Except for employees who are exempt under the Fair Labor Standards Act, sick leave shall be charged in minimum amounts of one (1) hour.
9. Employees absent on sick leave shall be paid at the same basic hourly, daily or biweekly rate as when they are working.
10. An employee requesting sick leave shall inform his/her supervisor of the fact and the reason within one-half (1/2) hour after his/her scheduled starting time. Failure to do so may result in denial of sick leave for the period of absence. Upon return from sick leave the employee shall submit a satisfactory written, signed statement to justify the use of sick leave.
11. Employees taking sick leave for more than three (3) consecutive work days shall, upon their return to work, submit to their supervisor a written statement from and signed by, a licensed physician which satisfactorily justifies the use of sick leave. The statement must include the physician's diagnosis and remedy.
12. Vacation leave may be used for sick leave purposes, at the employee's request and the approval of the Appointing Authority, after sick leave is exhausted.
13. Employees who have exhausted all sick leave credits may, at the discretion of the Mayor, be granted a personal leave of absence without pay for a period not to exceed six (6) months. Illnesses exceeding six months will be considered for a Disability Separation as outlined in this manual.
14. An employee fraudulently using sick leave, or anyone found falsifying sick leave records, including altering a physician's certificate or falsification of a written, signed statement shall be subject to disciplinary action in accordance with policies outlined in this manual.
15. Employees who transfer between Village departments or agencies, or who are re-employed, 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.

PART ONE ADMINISTRATIVE CODE - CHAPTER 155

Employment Provisions

EDITOR'S NOTE: Compensatory legislation is not codified herein since it is subject to frequent change.

155.05 SICK LEAVE.

Each employee shall be entitled for each completed 80 hours of service, sick leave of four and six-tenths (4.6)

hours with pay. Employees may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to personal illness, pregnancy, injury or death in an employee's immediate family. Unused sick leave shall be accumulated up to 120 days. When sick leave is used, it shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from the previously scheduled workday. Each employee shall furnish a satisfactory written signed statement to justify sick leave. If medical attention or after three consecutive days of sick leave are used, a certificate stating the nature of the illness from a licensed physician shall be required to justify the use of sick leave. Payment for unused sick leave shall be the same as provided for under the Ohio Revised Code. Sick leave is not counted towards hours worked for overtime purposes.

(Ord. 2000-11. Passed 5-15-00.)