

# SICK LEAVE

**SOURCE: OHIO REVISED CODE 124.382 TO 124.383; OHIO ADMINISTRATIVE CODE 123:1-32-01 TO 123:1-32-11, 123:1-33-01 TO 123:1-33-16; OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 29 & OHIO EPA ADMINISTRATION**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Sick Leave Policy:**

1. Permanent employees accrue sick leave at 3.1 hours for each 80 hours in active pay status, not to exceed 80 hours in one year. Part-time employees receive 3.1 hours of sick leave for each 80 hours of completed service, not to exceed 80 hours in one year.
2. Employees may use sick leave in minimum units of one-tenth (1/10) of an hour.
3. Employees shall be paid for sick leave at the following rates:

| <b>Hours Used</b>     | <b>Percent of Regular Pay</b> |
|-----------------------|-------------------------------|
| 1 - 40 sick leave     | 100%                          |
| 40.1 plus sick leave* | 70%                           |

\* Any sick leave utilized in excess of 80 hours in any usage period will be paid at 100%.

A new usage period will begin with the pay check that includes December 1.

4. Any sick leave used during the 40.1 to 80 hours for time spent hospitalized overnight by the employee, employee's spouse or child residing with the employee or for those hours of sick leave used before or after the hospital stay that are contiguous to the hospital stay; or time spent in outpatient surgery or for those hours of sick leave used before or after the outpatient surgery that are contiguous to outpatient surgery will be paid at 100%. Sick leave requested at least thirty (30) calendar days in advance for prescheduled medical appointments for the employee, employee's spouse or child residing with the employee may be supplemented at the employee's request to one hundred percent (100%) of pay with available sick leave balances provided that a doctor's statement is submitted on the first day the employee returns to work following the absence. The employee must indicate the desire to supplement sick leave balances on the leave request. Contact the Office of Employee Services or District Administrator for the Overnight Hospitalization or Outpatient Surgery Certification Form.
5. Requests for sick leave must be approved by the immediate supervisor. Employees must notify their immediate supervisor or designee no later than one half (½) hour after their starting time, unless circumstances preclude such notification (see [Notification of Absence](#) policy). Employees who fail to notify their supervisor or the supervisor's designee within the time period are considered absent without authorized leave (AWOL) and are subject to discipline.

6. If sick leave continues past the first day, the employee will notify his/her supervisor or designee of the anticipated duration of the absence. The employee is responsible for establishing an acceptable call-in schedule for the duration of the absence. If an acceptable schedule is not established the employee will notify his/her supervisor every day.
7. Employees who are ill and have used all their sick leave must use all accrued leaves before a leave of absence without pay may be approved.
8. Employees shall be granted sick leave when they are unable to work because of illness or injury to themselves or a member of their immediate family who resides in their household, or because of medical appointments and other ongoing treatments. Employees may also use sick leave for family members as defined in FMLA.
9. Employees may be required to provide a statement from a physician for absences under sick leave. Requests of such statements for non-exempt employees shall be governed by Article 29 of the Bargaining Unit Agreement.
10. Employees eligible for Family Medical Leave shall file the appropriate forms with the Office of Employee Services.
11. Employees may donate paid leave to fellow employees who are otherwise eligible to accrue and use sick leave and are employed with Ohio EPA.
12. Employees may convert to cash any part of their sick leave accrued and not used for the preceding twelve (12) month period. Payment will be made in the first paycheck in December each year at the following rates:

| <b>Number of Hours Subject to Cash Conversion</b> | <b>Percent of Regular Rate</b> |
|---|--------------------------------|
| 80  | 80%                            |
| 72 to 79.9  | 75%                            |
| 64 to 71.9  | 70%                            |
| 56 to 63.9  | 65%                            |
| 48 to 55.9  | 60%                            |
| 47.9 and less                                     | 55%                            |

An employee not exercising a choice will automatically have the hours carried forward.

13. Within three years of separation, bargaining unit employees with a minimum of five years with the State of Ohio service who terminates or retires from state service, may convert to cash any sick leave accrued at their regular rate of pay earned at the time of separation at the rate of 55% for retired separation and 50% for all other separations.

14. Within three years of separation, exempt employees with a minimum of one year with the State of Ohio service who terminates or retires from state service, may convert to cash any sick leave accrued at their regular rate of pay earned at the time of separation at the rate of 55% for retired separation and 50% for all other separations.
  15. Newly accrued sick leave is not available for use until it appears on the employee's earning statement and on the date the funds are made available.
  16. Sick leave may not be used to extend employees date of resignation or retirement.
  17. Sick leave abuse is subject to discipline.
- See: Leave Donation Program, FMLA, Notification of Absence, Conduct and Discipline, Leave of Absence Without Pay

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