

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0031  
Effective Date: 08-02-88  
Person Responsible: Human Resources Coordinator

Subject: Sick Leave  
Last Revision: 08-16-21

Approvals/Date: Bret Boone 9/2/21 John A. [Signature] 9/2/21  
Superintendent, WCBDD Date Board President, WCBDD Date

The following definitions will apply:

**Sick Leave** - shall be earned and accumulated for use by the Board employee based on the rate of 4.6 hours for each completed 80 hours of service while actively engaged in employment. Employees that work less than 80 hours will earn sick time at a rate of .05769 for each hour in a paid status. Exempted from this earning rate are 9-month school personnel who shall earn and accumulate at the rate of 4.485 hours for each completed 75 hours of service while actively engaged in employment.

Use of sick leave shall be granted to an employee for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in an employee's immediate family.

Procedures: 02-ALL-ALL-0190 (HR)

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