

Wood County Board of Developmental Disabilities


PROCEDURE

Procedure #: 02-ALL-ALL-0190 (HR)
Effective Date: 07-88
Person Responsible: Human Resources Coordinator

Subject: Sick Leave
Last Revision: 05-29-2024

Approvals/Date:

 5/29/24
Superintendent, WCBDD Date

 5/29/24
Department Director/Coordinator Date

The following definitions will apply:

Absence, Excused – An employee whose absence from work utilizing vacation, holiday, personal time, compensatory time, or other time which has been approved in accordance to approval standards established by the Wood County Board of DD.

Active Pay Status – For purpose of this procedure, active pay status is defined as hours worked, hours on paid vacation, hours on holiday leave, hours on paid sick leave, hours on paid personal leave, hours on paid compensatory time, and other paid leave hours unless prohibited by procedure.

Emergency Day – Any day during which the Wood County Public Offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD has proclaimed that an emergency exists.

Family Member – A spouse; mother; father; brother; sister; child; grandparent; grandparent-in-law; grandchild; father-in-law; mother-in-law; daughter-in-law; son-in-law; sister-in-law; brother-in-law; step-mother; step-father; step-child; foster child; legal guardian or other person who stands in place of a parent (loco parentis), someone for whom you serve as a guardian.

Public Agency – Includes agencies of the state, county, and municipalities, and includes all boards of educations within the State of Ohio.

Recreation – Positions included in the Recreation Department are Recreation/Wellness Manager, Recreation Specialists, Recreation/Wellness Specialist, Community Support and Recreation Specialists and Lifeguard Substitutes.

SICK LEAVE EARNED/ACCRUAL

1. For each completed hour in "active pay status" an employee shall earn 0.05769 hours of sick leave. (Ex: 80 hours in active pay status = 4.6 hours sick leave earned).
2. Any employee who works only 9 or 12 months contracted school year are not entitled to accrue sick leave benefits for the days they are not scheduled. Employees working 9 months shall earn 0.0598 hours of sick leave. (Ex: 75 hours in active pay status = 4.485 hours sick leave earned).
3. An employee whose job is classified as intermittent, summer-seasonal, temporary or student learner shall not be entitled to utilize sick leave hours which they accrue.
4. An employee who in addition to his regular duties performs "additional" service for the Board shall be entitled to earn and accrue sick leave benefits on any/all "additional" time worked which is inclusive of substituting in another position.

USE

1. An employee may request to use sick leave for self, or a family member for the following reasons:
 - A. Illness, injury, pregnancy related condition of the employee.
 - B. Employees giving birth – not to exceed 6 weeks. Additional time may be granted with doctor's certification for medical related conditions.
 - C. Death of family member (limited to 5 consecutive working days of sick leave, non-consecutive may be approved by Human Resources).
 - D. Exposure to contagious disease which could be transmitted to and jeopardize the health of other employees and consumers.
 - E. Examination and/or treatment of the employee or family member by a licensed health care professional.
 - F. Postnatal care of the employee's spouse or newborn child not to exceed five days. Additional time may be granted with doctor's certification for medical related conditions.
 2. If employee is a guardian of a person served by the Wood County Board of Developmental Disabilities and the individual passes away, WCBDD will allow up to eight (8) hours total of paid time to prepare and/or attend funeral.
 3. When sick leave is used, it shall be deducted from the employee's credit on the basis of one (1) hour for every one (1) hour of absence from an employee's work schedule.
 4. In lieu of workers' compensation, an employee may utilize sick leave benefits to remain in active pay status, however any compensation paid for wages to the injured employee by the Bureau of Worker's Compensation must be re-paid to the Board upon receipt at the minimal percentage of reimbursement.
 5. Additional and/or overtime hours worked may not be swapped or switched in lieu of using sick leave.
 6. If an employee uses sick leave for self, or a family member on a holiday, he/she must request sick leave for the hours he/she is scheduled to work. Payment of sick leave time shall not exclude the payment of holiday pay normally received.
 7. Employees in the Recreation, School, or Transportation department who are unable to report to work, and whose absence from work has not been previously excused, is responsible for notifying their immediate supervisor or designee 1 ½ hours prior to their scheduled work time.
- The rest of the agency whose absence from work has not been previously excused, is responsible for notifying their immediate supervisor

<p>or designee 1 hour prior to their scheduled work time.</p> <p>A. If extended absence from work time is known at the time of call-in, the employee shall notify their supervisor, otherwise the call-in shall be deemed for only one workday or shift.</p> <p>B. Absences for more than three (3) consecutive days of sick leave, or seven (7) calendar days whichever is less shall necessitate a health care professional's statement specifying the reason the employee was unable to work.</p> <p>C. A "fitness for duty" form; or statement from the employee's health care professional shall be provided when requested by the employee's supervisor regardless of the number of days an employee is absent from work.</p> <p>D. Absences which are not Family/Medical Leave and more than three (3) scheduled work days, or seven (7) calendar days (whichever is less) shall require a leave acknowledgement to be executed by the Board and the employee as soon as practicable.</p> <p>E. When hospitalization is required, the employee is responsible for notifying or having their designee notify their immediate supervisor of hospital admission, unless emergency conditions prevent such notification.</p> <p>F. If home convalescence is required, the employee shall be responsible for contacting their supervisor on a regular basis as required.</p>
<p>8. An employee fraudulently obtaining sick leave, or anyone found falsifying sick leave records, shall be subject to disciplinary action up to, and including termination.</p>
<p>9. Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including termination. The Board reserves the right to investigate allegations of sick leave abuse. The Board reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.</p>
<p>10. A request to utilize sick leave for medical, dental, or other health related appointments should be submitted at the time appointment is scheduled.</p>
<p>11. When requesting bereavement/sick leave for a death in family, the relationship of the deceased family member must be entered into the comment section of the request.</p>
<p>12. A request for sick leave must be completed upon return from an unplanned sick leave and shall be accompanied by a health care provider statement and fitness for duty if required. A failure to comply with completing a leave request, and/or submission of statements required by the procedure could result in disciplinary action.</p>
<p>13. An employee whose absence from work is a "direct" result of a confirmed/approved assault by a student/consumer shall not be required to utilize their personal sick leave during their first seven (7) days or 40 hours (whichever comes first) of leave for injury.</p>
<p>14. Sick leave usage is closely monitored and scrutinized by management to prevent excessive (generally exceeds 5% in a given quarter), pattern, or otherwise suspect usage of sick leave. A negative Sick leave balance will not be permitted. Misuse of sick leave will be grounds for disciplinary action, including removal.</p>
<p>15. An employee on medical leave of absence shall have all available sick leave benefits and all other accrued leave, i.e., personal leave, vacation leave, exhausted to maintain the employee's active pay status during his/her leave.</p>
<p>OTHER</p>
<p>1. Unused sick leave is cumulative without limit, per Ohio Revised Code 124.38</p>
<p>2. An employee who has maintained low usage of sick leave for the period beginning November 15th and ending on/about November 15th of the subsequent year may be eligible to cash in a portion of their sick leave benefits. Such benefits are paid to "eligible" employees on/about the first pay date in December of each calendar year.</p>
<p>3. A county employee may not be credited with sick leave benefits that were earned in any State other than Ohio.</p>
<p>4. When an individual transfer to another public agency in the State of Ohio he/she shall be entitled to transfer all accumulated, unused sick leave benefits, in accordance to guidelines established by Sick Leave Severance/Retirement Pay, procedure 02-ALL-ALL-0458.</p>
<p>5. An employee who dies while on authorized leave of absence; dies on disability leave; or while actively working shall have any accumulated sick leave benefits paid to his/her estate in accordance to guidelines established by Sick Leave Severance/Retirement procedure. Any employee who dies while on a "Lay-Off" status shall not be entitled to any sick leave benefit payment.</p>
<p>6. An employee who was separated from public service for more than ten (10) years shall not be entitled to any accrued sick benefit restoration upon returning to public service.</p>
<p>7. Hours for which an employee is compensated for use of sick leave are not computed as "work hours" for the purpose of determining pay at overtime rate.</p>
<p>8. Acknowledgement of use, by supervisor's signature, does not constitute approval of leave.</p>
<p>9. Sick Leave scheduled on an "emergency day" declared by the Wood County public offices or the Governor of the State of Ohio or the Superintendent of the Wood County Board of DD will be voided, and the hours are restored to the employee's cumulative sick leave balance.</p>

References: 02-ALL-ALL-0002
02-ALL-ALL-0380
02-ALL-ALL-0458
ORC 124.38

Forms: 03-ALL-ALL-0207

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