

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0380 (HR) Subject: Sick Leave Incentive Program
Effective Date: 01-01-82 Last Revision: 12-17-2024
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Cline 12/17/24 Date Superintendent, WCBDD
Julie Sprague 12/17/24 Date Department Director/Coordinator

- The following definitions will apply:
Contract Year – Defines as November 2nd from the previous year to November 2nd of the current year of which this incentive will pay out.
Day – Defined as an employee's established average hours per day. The employee's daily average is calculated on his/her established bi-weekly hours divided by 10.
1. Employees having completed at least one (1) year of service with the Board on/about November 15th of any given year may elect to receive a cash benefit payable on the first pay day of December.
 2. Employees working 261 days 35-40 hours per week shall receive a cash benefit equal to the following formula:
 - A. If an employee utilizes no sick leave hours in a contract year, they will be eligible to exchange ten (10) days of sick leave hours at 50% of their base pay for a maximum payment of five (5) days of sick leave hours.
 - B. If an employee utilizes any time up to ten (10) days of sick leave hours in a contract year, they will be eligible to exchange the different between ten (10) days of sick leave hours and the sick leave hours that they used, at 50% of their base rate of pay.
 - C. If an employee utilizes any time equivalent to ten (10) days of sick leave hours or more in a contract year, they will be ineligible to participate in sick leave incentive program.
 3. All other employees in a full or part time position shall receive a cash benefit equal to the following formula:
 - A. If an employee utilizes no sick leave hours in a contract year, they will be eligible to exchange seven (7) days of sick leave hours at 50% of their base rate of pay for a maximum payment of three and a half (3.5) days of sick leave hours.
 - B. If an employee utilizes any time up to seven (7) days of sick leave hours in a contract year, they will be eligible to exchange the difference between seven (7) days of sick leave hours and the sick leave hours that they used, at 50% of their base rate of pay.
 - C. If an employee utilizes any time equivalent to seven (7) days of sick leave hours or more in a contract year, they will be ineligible to participate in sick leave incentive program.
 4. If any employee elects the cash benefit plan, the number of sick leave hours utilized to collect 50% payment shall be simultaneously deducted for their accumulated sick leave.
 5. Cash payments shall not be subject to any of the retirement systems.
 6. Employees, besides electing to execute the cash benefit in full, may:
 - A. Carry forward the balance of sick leave.
 - B. Carry forward a portion of the eligible balance and receive a cash benefit for the remainder.
 7. Employee must have a remaining balance of 80 hours after reimbursement.
 8. The Superintendent shall annually establish the final date by which notification is to be made to the Human Resources Department concerning the options related. Failure to comply with the date shall result in the automatic carry forward of unused balances.

References: ORC 124.383

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