

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0458 (HR) Subject: Sick Leave/Severance/Retirement Pay
Effective Date: 01-01-82 Last Revision: 10-15-2024
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Chan 11/18/24 Date Superintendent, WCBDD
Julie Sgroane 11/18/24 Date Department Director/Coordinator

The following definitions will apply:
Resignation/Retirement - As defined per Public Employees Retirement System and/or State Teachers Retirement System as applicable.

- 1. An employee of the WCBDD hired prior to 10/01/2000 will be eligible to receive reimbursement for accrued days of unused sick leave as follows:
A. With five (5) years of Ohio Public Service ten percent (10%) of accrued sick leave will be reimbursed.
B. With ten (10) years of Ohio Public Service fifteen (15%) of accrued sick leave will be reimbursed.
C. With fifteen (15) years of Ohio Public Service twenty percent (20%) of accrued sick leave will be reimbursed.
D. With twenty (20) years of Ohio Public Service thirty-five percent (35%) of accrued sick leave will be reimbursed.
E. With twenty-five (25) years or more of Ohio Public Service fifty percent (50%) of accrued sick leave will be reimbursed.

The payment of sick leave will be based on the employee's rate of pay at the time of resignation or retirement. Payment of sick leave on this basis will eliminate the remaining accrued sick leave. Payment of sick leave must be at the time of resignation or retirement.

- 2. Upon retirement, an employee of the WCBDD hired on or after 10/01/2000 will be eligible to receive reimbursement for accrued days of unused sick leave as follows:
A. With ten (10) years of Ohio Public Service twenty-five percent (25%) of accrued sick leave will be reimbursed, not to exceed 240 hours.
B. With fifteen (15) years of Ohio Public Service thirty percent (30%) of accrued sick leave will be reimbursed, not to exceed 288 hours.
C. With twenty (20) years of Ohio Public Service thirty-five percent (35%) of accrued sick leave will be reimbursed, not to exceed 336 hours.
D. With twenty-five (25) years of Ohio Public Service forty percent (40%) of accrued sick leave will be reimbursed, not to exceed 384 hours.
E. With thirty (30) years or more of Ohio Public Service fifty percent (50%) of accrued sick leave will be reimbursed, not to exceed 480 hours.

The payment of sick leave reimbursement will be based on the employee's rate of pay at the time of retirement. Payment of sick leave on the basis will mean the elimination of all sick leave accrued by the employee at this time.

- 3. An employee who transfers from the Wood County Board of DD to another Public Agency shall select one of the following options, provided re-employment occurs within 10 years per ORC 124:38:
A. Cash out sick leave balance, according to this procedure and leave a zero balance.
B. Transfer the entire amount and leave a zero balance.
C. Transfers the maximum amount of sick leave accumulation permitted by the public agency transferring to and leave the remaining balance.

4. Request for transfer of sick leave to another agency must be on letterhead from the agency requesting the transfer and signed by the employee.

5. Payout of sick leave shall be made only once to any employee. An employee who returns to service after retiring and receiving a sick leave payout may accrue and use sick leave as before but may not subsequently convert the unused sick leave into another payout (OAC 3335-79-10).

6. The board reserves the right to approve adjustments through an employee's individual contract as approved by the board.

References: OAC 123:1-32-10
OAC 3335-79-10
ORC 124.38; 124.39

Policy: 01-ALL-ALL-0236

Forms: 03-ALL-ALL-0207