

SICK AND BEREAVEMENT LEAVE

PURPOSE

The purpose of this policy is to ensure compliance with Ohio Revised Code Section 124.38 and to provide sick leave as a fringe benefit to eligible Edison State Community College employees and to set parameters for its authorized use.

POLICY STATEMENT

It is the policy of Edison State Community College to provide accrued sick leave as a fringe benefit to eligible College employees and to allow eligible employees to use accrued sick leave without loss of pay or fringe benefits and to further allow such sick leave to continue to accrue and be in full force during the time an eligible employee is authorized to be absent from work.

Sick leave Accrual

Full-time eligible employees accrue five (5) hours of sick leave for each completed eighty (80) hour pay period. Part-time eligible employees accrue sick leave on a prorated basis. Sick leave does not accrue during unpaid leave. Unused sick leave is cumulative without limit.

Sick leave use

- Eligible employees may use accumulated sick leave, if approved by the responsible supervisor, for self or for an immediate family member due to illness, pregnancy, injury, exposure to a contagious disease, or medical/wellness examination or treatment.
- Eligible employees may also use up to five (5) days of accumulated sick leave for the death of an immediate family member
- Employees who take more than three (3) consecutive sick leave days for a qualifying event identified in the College's Family Medical Leave (FML) Policy, are subject to the FML policy requirements, including, but not limited to, medical and return to work certifications.
- Sick leave is charged in 15-minute increments.

Leave Donation Program

Eligible employees may donate accumulated leave hours or request additional leave in accordance with the College's Leave Donation Policy.

Balance transfer of sick leave

An employee's sick leave balance that had been accumulated in the public service for the State of Ohio entity or a State of Ohio political subdivision may be transferred to the College, provided the employee's College employment date occurs within ten (10) years and proof of accrued sick leave is provided by the transferring Ohio public entity and other conditions are met as required by the Ohio Revised Code.

Sick leave payout at retirement

An employee having five (5) or more years of public service with the State of Ohio or any of its political subdivisions will be eligible for a sick leave payout at the time of retirement from active service. In order to be eligible for the sick-leave payout, the employee must, at the time of separation, be eligible for retirement benefits as determined by the applicable retirement system. Such payment will be made only once, and the maximum payment will be one-fourth of 252 days or a maximum payment of 504 hours. Payment is based upon the rate of compensation at the time of retirement. Upon payment, the employee's sick leave balance will be zero (0), regardless of the number of hours accumulated from employment by the College or another employer.

PERSONS AFFECTED

All benefits eligible Edison State Community College employees. Full-time faculty members are subject to the sick leave provision in the ESEA Agreement.

DEFINITIONS

BENEFITS ELIGIBLE EMPLOYEES

Means all employees, excluding temporary employees and adjuncts, who work twenty (20) or more hours a week.

IMMEDIATE FAMILY MEMBER

Means spouse, parent, step-parent, child, step-child, siblings, step-siblings grandparent, grandchild, brother-in-law, sister-in law, daughter-in-law, son-in-law, father-in-law, mother-in-law, or persons living in the employee's household, and other legal dependent, such as a foster child or legal ward or legal guardian or nearest blood relative.

“AT THE TIME OF RETIREMENT FROM ACTIVE SERVICE”

Within 90 days of retirement election with the State of Ohio or any of its political subdivisions.