



# Medina County Policy Manual



Policy: <b>Sick Leave</b>	Section: <b>Benefits</b>	Number: <b>5.040</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 3</b>

ORC 124.38

A. All County employees (full time, part time, and intermittent) earn sick leave at the rate of 4.6 hours for each 80 hours worked or .0575 per hour.

1. When calculating sick leave accrual, "time worked" is defined as "all hours in an active pay status including, hours actually worked and all paid time on vacation, sick leave, compensatory time, and holidays".

2. Sick leave is not earned during periods of unpaid leave of absence or layoff.

B. Sick leave benefits may accrue to employees without limit and may be used, with approval of the supervisor/director for any of the following reasons:

1. Illness or injury of the employee or a member of the employee's immediate family.

2. To extend the period of bereavement as circumstances warrant beyond that provided by [Bereavement Leave Policy, 4.000](#).

3. Medical, dental, or optical examination or treatment of the employee or a member of the employee's immediate family.

4. When, through exposure to a contagious disease, either the health of the employee would be jeopardized or the employee's presence on the job would jeopardize the health of others.

5. Pregnancy and/or childbirth and related conditions (A limit of three (3) days will be allowed without doctor's FMLA certification for the care of the employee's wife and family during the post-natal period).

**NOTE:** As used in 1 through 5 above, *immediate family* includes: spouse, parent, mother, father, brother, sister, child, step child living in the residence, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-parent, step-brother, step-sister, legal guardian, or other person who stands in place of a parent (in loco parentis).

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- C. Employees are encouraged to schedule medical appointments during non-work hours and days.
- D. Sick leave use shall be documented on a Request for Leave form and is charged in minimum units of one-half (.5) hours.
  - 1. The employee must include a specific statement as to the nature of the illness sufficient to justify the leave.
  - 2. Sick leave benefits may be used only for the purpose outlined above. Other uses are contrary to law and may result in a denial of pay and/or other disciplinary actions including dismissal.
  - 3. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal.
- E. An employee who transfers employment, or has prior service with, any political subdivision of the State of Ohio, or who is reinstated or re-employed, within 10 years shall be credited with the unused sick leave balance upon written verification from the previous employer. It is the employee's responsibility to obtain verification. (Reference [Policy 2.085---Employment with Prior Service](#))
- F. If medical attention is necessary, employees are required to submit a certificate from a physician indicating the need for and length of sick leave for medical reasons. The County has the authority to investigate the reasons for an employee's absence.
- G. Employees who are sick and unable to report to work shall contact their immediate supervisor, director, within one (1) hour prior to their normal reporting time, for each day, unless otherwise authorized. Failure to do so may result in denial of sick leave pay. Upon return to work, employees must complete a "Request for Leave" form.
- H. Medina County may require medical verification and/or take disciplinary action for chronic use of sick leave, excessive use of sick leave or abuse of sick leave. (Examples include a pattern of sick leave or frequent one day sick leave usage.)
- I. In cases of an illness or injury consisting of three (3) or more work days, a physician's statement specifying the employee's inability to work and the approximate date of return to work shall be submitted to the immediate supervisor or director.

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1. The County reserves the right to send the employee to a physician of the County's choice and at the County's expense to verify the employee's inability to return to work. The County shall supply the examining practitioner with the job requirements of the employee's position, including duty statements, classification specifications, and position descriptions.
  
- J. Employees with prior knowledge of the need for sick leave time, e.g., scheduled surgery or doctor appointment, must complete a "Request for Leave" form prior to commencement of such leave and must receive approval from the immediate supervisor or director.
  
- K. Employees unable to work after all sick leave rights have been exhausted may request a personal leave of absence from their director. (Reference [Policy 4.025---Personal Leave of Absence without Pay](#))
  
- L. Employees may, upon return to health, return to active pay status at the same or similar position upon examination and certification by a physician stating that the employee is able to perform the duties of the position.
  
- M. Employees who have worked for Medina County at the time of illness/injury for at least one year, and at least 1,250 hours during the preceding 12 month period, are eligible for family medical leave. However, only certain types of leave are covered. (Reference [Policy 4.010---Family Medical Leave](#))
  
- N. If any person removed for conviction of a felony within the meaning of R.C. 124.34 is subsequently re-employed by Medina County, such person is only qualified to accrue sick leave as if he were a new employee receiving no credit for prior service.
  
- O. Medina County employees **retiring from active service** will be paid for their accrued and unused sick hours found under Section B. 8. of per Policy 8.010 (Reference [Policy 8.010---Retirement: Payment for Unused Sick & Vacation Hours](#))