



Medina County Policy Manual



Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day & Vacation	Section: Separation	Number: 8.010
Issued: 09/17/07	Reviewed/Revised:	Page #: 1 of 7

ORC § 124.39

I. Payment of Accrued & Unused Sick Hours at Retirement

A. Criteria

1. Medina County employees who retire from active service will be paid for their accrued and unused sick hours following the schedule described in Section B and listed in Section D. of this policy. As used in this policy, retirement means a disability or service separation from any state or municipal retirement system in this state (Ohio) in which the employee receives retirement benefits from a state retirement system. Sick hours and sick leave credit as used in this policy are used interchangeably and whose meanings are synonymous with one another.
2. Such payment shall be made only once to any employee.
3. The employee must have attained the relevant number of qualifying service years at the time of retirement to receive the next higher cash-out percentage, e.g. 11.6 years would qualify for a cash-out at the 11 year percentage level.
4. Payment shall be based on the employee's rate of pay at the time of the employee's retirement and such payment shall eliminate (zero balance) all sick leave credit accrued by the employee at that time.
5. To receive payment for unused sick hours, the employee shall meet all qualifications and/or conditions listed below:
 - a. Being paid directly by warrant of the Medina County Auditor at time of retirement;
 - b. Meeting the Ohio Public Employees Retirement System (PERS) minimum age and service credit eligibility requirements;
 - c. Having notified the Human Resources Department of their termination date for the purpose of retirement;
 - d. Having completed and filed the requisite retirement application forms with PERS;

Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day & Vacation	Section: Separation	Number: 8.010
Issued: 09/17/07	Reviewed/Revised:	Page #: 2 of 7

e. Have transferred unused sick hours from other political subdivisions to Medina County in accordance with established procedures prior to the effective date of retirement.

B. Determination for Cashing-Out Accrued but Unused Sick Hours at Retirement

1. An employee with less than five (5) consecutive years of service with Medina County, with no other public service with the state or any of its political subdivisions, is not entitled to cash out any portion of the balance of their accrued but unused sick hours (Line A, Section D, Page 4).
2. An employee with ***less than five (5) consecutive years of service with Medina County*** and having a "*documented record*"* of ten (10) or more years of other public service with the state or any of its political subdivisions is eligible to receive twenty-five percent (25%) of their accrued but unused sick hours. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. (Line C, Section D, Page 4).
3. An employee with five (5) or more **consecutive years of service with Medina County** and having a "*documented record*"* of other public service with the state or any of its political subdivisions which collectively total ten (10) years is eligible to receive twenty-eight percent (28%) of their accrued but unused sick hours. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made. (Line D, Section D, Page 4).
4. An employee with five (5) or more consecutive years of service with Medina County and having a "*documented record*"* of other public service with the state or any of its political subdivisions which collectively total eleven (11) or more years is eligible to be cash-out their accrued but unused sick hours based the payment schedule found in Section D of this policy (Lines E – S, Page 4). The cash-out shall be determined by the lesser of the following methods:
 - i. Percentage method: Percent multiplied by accrued but unused sick hours,
OR;
 - ii. The maximum number of hours set forth based on years of service.

Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day & Vacation	Section: Separation	Number: 8.010
Issued: 09/17/07	Reviewed/Revised:	Page #: 3 of 7

- 5. Payment for all or part of unused sick hours may be deferred to the year following the year of retirement upon written request of the employee.
 - 6. Refer to attached examples of payments for unused sick leave hours.
- C. An eligible employee who dies is considered to have terminated his/her employment as of the date of death. Sick leave conversion will be paid according to Ohio Revised Code Section 2113.04, "*Release of decedent's wages without administration*", or paid to the employee's estate.
- ***Documented Record** is defined as written verification provided by the employee on the letterhead of the previous employer(s) on file in the Human Resources Department at the time of retirement - reference [Policy 2.085---Employment with Prior Service](#)

Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day & Vacation	Section: Separation	Number: 8.010
Issued: 09/17/07	Reviewed/Revised:	Page #: 4 of 7

D. Unused Sick Leave Cash-Out Schedule

<u>Line</u>	<u>Years of Public Service</u>	<u>% Paid</u>	<u>Maximum Hours (Days)</u>
<i>A</i>	Less than 5 yrs. w/ Medina Co. w/ no other public service	00%	-----
<i>B</i>	Less than 5 yrs. w/ Medina Co. + other public service totaling less than 10 yrs.	00%	-----
<i>C</i>	Less than 5 yrs. w/ Medina Co. + other public service totaling 10 or more yrs.	25%	240 (30)
<i>D</i>	5 or more yrs. w/ Medina Co. + other public service totaling 10 yrs.	28%	264 (33)
<i>E</i>	5 or more yrs. w/ Medina Co. + other public service totaling 11 yrs.	30%	288 (36)
<i>F</i>	5 or more yrs. w/ Medina Co. + other public service totaling 12 yrs.	35%	336 (42)
<i>G</i>	5 or more yrs. w/ Medina Co. + other public service totaling 13 yrs.	40%	384 (48)
<i>H</i>	5 or more yrs. w/ Medina Co. + other public service totaling 14 yrs.	45%	432 (54)
<i>I</i>	5 or more yrs. w/ Medina Co. + other public service totaling 15 yrs.	50%	480 (60)
<i>J</i>	5 or more yrs. w/ Medina Co. + other public service totaling 16 yrs.	55%	528 (66)
<i>K</i>	5 or more yrs. w/ Medina Co. + other public service totaling 17 yrs.	60%	576 (72)
<i>L</i>	5 or more yrs. w/ Medina Co. + other public service totaling 18 yrs.	65%	624 (78)
<i>M</i>	5 or more yrs. w/ Medina Co. + other public service totaling 19 yrs.	70%	672 (84)
<i>N</i>	5 or more yrs. w/ Medina Co. + other public service totaling 20 yrs.	75%	720 (90)
<i>O</i>	5 or more yrs. w/ Medina Co. + other public service totaling 21 yrs.	80%	768 (96)
<i>P</i>	5 or more yrs. w/ Medina Co. + other public service, up to 22 yrs.	85%	816(102)
<i>Q</i>	5 or more yrs. w/ Medina Co. + other public service totaling 23 yrs.	90%	864 (108)
<i>R</i>	5 or more yrs. w/ Medina Co. + other public service totaling 24 yrs.	95%	912 (114)
<i>S</i>	5 or more yrs. w/ Medina Co. + other public service totaling 25 yrs. or more	100%	960 (120)

Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day & Vacation	Section: Separation	Number: 8.010
Issued: 09/17/07	Reviewed/Revised:	Page #: 5 of 7

II. Payment for Accrued But Unused Vacation Upon Retirement

1. Employees who have completed one (1) or more years of service with Medina County shall, upon retirement from Medina County, receive compensation at their current rate of pay for all lawfully accrued vacation leave, up to their maximum allowable accumulation as set forth in the Paid Vacation section of this manual. (Reference [Vacation Policy — 5.045](#))

III. Payment for an Unused Personal Day Upon Retirement

1. A full time employee having qualified for their “Personal Day” benefit hours ([Personal Day Policy – 5.030](#)) by retiring after the pay period in which their hiring anniversary date falls but has yet to utilize those hours shall receive payment for all such hours accrued to them based on the employee's rate of pay at the time of retirement. Payment will eliminate all unused Personal Day hours credited to the employee at the time payment is made.
2. There shall be no prorated payment for a partial year at the time of retirement.

IV. Payment for Unused Compensable Time Upon Retirement

1. Upon retirement an employee who has a balance of compensable “comp” time balance ([Overtime Compensation Policy – 3.025](#)) shall receive payment for all remaining hours based on the employee's rate of pay at the time of retirement. Payment will eliminate all comp time hours credited to the employee at the time payment is made.

Supplemental Illustrations

Cash-Out of Unused Sick Hours at Retirement

(Illustrations reflect retirement from Medina County with credited service for "qualified" years in other political subdivisions of the state.)

Employee A: 8 years with County; terminates employment with 1,050 unused sick hours; does not qualify for cash-out per **Line A**.

Employee B: 25 years, 4 years with Medina County plus 21 qualified years; 2040 unused sick hours; qualifies for a cash-out per **Line C**; paid lesser of:

- **% Method**: 25% of 2040 hrs = 510 hrs;

OR

- **Line C**: 240 hrs *Lesser amount* ←

Employee C: 10 years, 6 years with County plus 4 qualified years; 800 unused sick hours; qualifies for a cash-out per **Line D**; paid lesser of:

- **% Method**: 28% of 800 hrs = **224 hrs**; *Lesser amount* ←

OR

- **Line D**: 264 hrs;

Employee D: 25 years, 6 years with County plus 19 qualified years; 1993.3 unused sick hours; qualifies for a cash-out per **Line S**; **paid the lesser of**:

- **% Method**: 100% of 1993.3 hrs = 1993.3 hrs;

OR

- **Line S**: 960 hrs; *Lesser amount* ←

Employee E: 18 years, 6 years with County plus 12 qualified years; 245 unused sick hours; qualifies for a cash-out per **Line L**; paid the lesser of:

- **% Method**: 65% of 245 hrs = **159.25 hrs**; *Lesser amount* ←

OR

- **Line L**: 624 hrs;

Employee E: 11 years, 9 years with County plus 2 qualified years; 750 unused sick hours; qualifies for a cash-out per **Line E**; **paid the lesser of**:

- **% Method**: 30% of 750 hrs = **225 hrs**; *Lesser amount* ←

OR

- **Line E**: 288 hrs;