



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Benefits
Section Number: 5.4
Section Name: Sick Leave
Last Revised:

A. Sick leave is accrued each pay period and earned only when an employee is in active pay status, (i.e. for only those days for which the employee is actually paid). Sick leave does not accrue for work performed over thirty-eight (38) hours in a workweek. An employee is eligible to use sick leave as soon as it is accrued. The amount of sick leave an employee may accrue is limited to one hundred and twenty (120) days or nine hundred and sixty (960) hours.

All employees accrue sick leave according to the following schedule:

Hours Assigned Per Week	Earned Sick Leave Per Pay Period
20-29 hours	1.85 hours
30-37 hours	3.7 hours
38 hours	5.54 hours

B. An employee who transfers from another public agency to the Library or who is re-appointed or reinstated, is credited with the unused balance of his/her accumulated sick leave up to eighteen (18) days (the day being constructed as eight (8) hours), provided the time between separation and reappointment does not exceed ten (10) years. "Public agency", as used above, includes the State, counties, municipalities, boards of education, and townships within the state of Ohio. Documentation of sick leave transfer must be submitted to the Business Manager.

C. An employee requesting sick leave must inform his/her supervisor of the fact and the reason no later than fifteen (15) minutes prior to the start of his/her scheduled workday and each day of absence. Sick leave may not be used for work scheduled on Sunday. Time worked on Sundays will be excluded from the calculation of time worked for purposes of sick leave accrual.

D. An employee who sees a health care provider, takes a family member to see a health care provider, or has a condition that continues for more than seven (7) calendar days will be required to present a health care provider's note verifying the illness or visit. If the absence is for a personal illness, the note must state the employee's probable date of return to work. Upon return to work, the employee must furnish a statement from the health care provider certifying his/her ability to perform the job duties.

E. Sick leave must be reported on the approved Sick Leave Affidavit form as soon as the employee returns to work.

- F. The Director has the authority to investigate the reasons for an employee's absence.
- G. If an illness or disability continues beyond the time covered by earned sick leave, an employee may use earned vacation leave, compensatory time, other paid time or may request an unpaid leave of absence. (See Section 5.8 LEAVES OF ABSENCE). If the illness or disability qualifies under the Family and Medical Leave Act, an employee must use earned sick leave prior to being placed on unpaid status. Both the paid and unpaid time off from work will be charged as family and medical leave.
- H. An employee who fraudulently obtains sick leave or falsifies sick leave records is subject to disciplinary action.
- I. Sick leave may be used for:
 - 1. Illness or injury of the employee or illness or injury of a member of the employee's immediate family, where the presence of the employee is reasonably necessary;
 - 2. Exposure of the employee to a contagious disease that would have the potential of jeopardizing the health of the employee or the health of others;
 - 3. Death of a member of the employee's immediate family, the leave to be in addition to the allotted funeral leave (See **Section 5.5 FUNERAL LEAVE**) and determined by the Director based upon the circumstances. Leave may be taken only during the time immediately following death;
 - 4. Medical, dental or optical examinations or treatment of the employee or a member of the employee's immediate family, where the presence of the employee is necessary and the appointment cannot be scheduled during non-work time; or
 - 5. Disability due to pregnancy, childbirth or related medical conditions.
- J. "Immediate family" is defined as parent, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law or loco parentis (a person who stands in the place of a parent).
- K. Sick leave is charged in minimum units of fifteen (15) minutes.
- L. An employee absent on sick leave is paid at his/her regular rate of pay. Payment shall not exceed the normal scheduled work day or workweek earnings.