

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

SICK LEAVE

Policy 6.6
BOT August, 1991

Applies to: All Faculty and Staff

A. Policy Guidelines

Sick leave represents an "insurance" type benefit for absence due to personal illness or injury; for illness, injury or death of a member of the immediate family of the covered employee. The policy also covers a quarantine required by exposure to a contagious disease. A covered employee is defined as an employee who is employed on a regular, annual renewable contract (including grant funded) with at least a 50% FTE. Sick leave benefits are administered by the Human Resources Department in accordance with the policy guidelines which follows.

Policy Guidelines

B. Crediting of Sick Leave

1. For regular, full-time 100% FTE continuing faculty, sick leave benefits are earned at the rate of 10.0 hours per month of regular service, including periods of vacation, paid military leave, and break-time between quarters of regular contracted service. Overload assignments (including summer instruction overload) do not earn sick leave credit. Regular faculty on less than full-time appointments, but with at least a 50% FTE, shall be entitled to sick leave credit for the time actually worked prorated at the same rate as granted regular, full-time 100% FTE, continuing faculty.
2. For full-time, 100% FTE staff employees paid on a bi-weekly basis, sick leave is earned at the rate 4.6 hours for each eighty hours of service in active pay status including paid vacation, overtime, and sick leave, but not during an unpaid leave of absence or layoff. Part-time, temporary, and intermittent staff shall be credited with sick leave at the same rate, provided that their work period exceeds thirty continuous days for at least fifty percent time. For staff employees who work less than 100% FTE, sick leave credit will be prorated accordingly. For full-time, 100% FTE staff employees paid monthly, sick leave credit is earned at a rate of 10.0 hours per month of service, prorated accordingly in the case of part-time service.
3. The accumulation of sick leave credits shall be unlimited.
4. Sick leave credit is retained when a faculty or staff member transfers from another State of Ohio agency, institution, school, or public facility to the James A. Rhodes State College. Proof of sick leave credits must be furnished to the College in writing.
5. The previously accumulated sick leave of an individual who has been separated from state agency employment shall be placed to his/her credit upon re-employment in a state agency, provided that re-employment takes place within ten years of the date on which the individual last terminated such employment. (Does not apply if individual retires and elects one-fourth accrued leave cash payment. See F. Retirement Payout of Sick Leave.)

C. Uses of Sick Leave

1. Sick leave for faculty is granted after approval of the department director or division chairperson and the Vice President for Instruction as soon as practicable, presumably on the first day of absence. Faculty members should report to department director or division chairperson when they are unable to perform regular duties and should assist the director or division chairperson in arrangements for coverage. Overload assignments (including summer instruction overload) do not qualify for sick leave.
2. Staff are required to notify their immediate supervisor or other designated person on each day of absence. The supervisor may begin requiring only periodic reports in cases of extended illness or

disability. Notification, however, does not take the place of written authorization of sick leave, and unless the absence is specifically approved/authorized, it shall be regarded as an unauthorized absence.

3. Sick leave shall be granted for the following reasons:
 - a) Illness or injury of the faculty/staff member, or a member of his/her immediate family who requires the care of the faculty/staff member.
 - b) Death of a member of the immediate family (sick leave usage limited to five days).
 - c) Medical, dental, optical examination or treatment of the faculty/staff member or a member of the immediate family.
 - d) Exposure to a contagious disease which can be communicated to other faculty/staff members.

DEFINITION OF IMMEDIATE FAMILY: grandparents, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother, mother-in-law, father, father-in-law, spouse, child, grandchild, a legal guardian or other person who stands in place of a parent (in loco parentis).

4. A faculty/staff member who becomes eligible for Workmen's Compensation payment for loss of time may choose to use sick leave before such payments are made. See Human Resource Policy 5.4 Workers Compensation.
5. If illness or disability continues past the time covered by earned sick leave, the employee may be granted a medical leave of absence in accordance with Human Resource Policy 6.7, Leaves of Absence. Also, the employee may be eligible for long term disability insurance.

D. Charging of Sick Leave

1. Sick leave shall be charged in minimum units of 1/10 hour and will be charged based upon eight-hour work days/forty-hour work weeks. An employee will be charged for sick leave only for days upon which he/she would otherwise have been scheduled to work. For faculty members, no charge will be made for sick leave during breaks between quarters. Sick leave payment shall not exceed the normal scheduled work day or work week earnings.
2. A record of the faculty/staff member's accrued but unused sick leave and used sick leave shall be maintained in the Human Resources Department.

E. Evidence Required for Sick Leave Usage

1. A faculty or staff member may use any or all of his/her accrued sick leave and vacation for absences caused by illness or disability. The use of vacation and sick leave will not forfeit a staff member's right to request a medical leave of absence (See H.R. Policy 6.7, Leaves of Absence). Each request for sick leave usage must be submitted in writing on the proper form (Time Adjustment Form or Absence From Regular Duty Form).
2. The College may require a faculty/staff member to furnish a satisfactory written signed statement to justify the use of sick leave. If medical attention is needed, a certificate stating the nature of the illness or injury from a licensed physician may be required to justify the use of sick leave. Falsification of either a written, signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal.

F. Compliance

1. Employees failing to comply with sick leave rules and regulations will not be paid for absences covered by sick leave.
2. Application for sick leave with the intent to defraud shall be grounds for disciplinary action including dismissal from James A. Rhodes State College and refund to the College of salary or wages paid during sick leave.

G. Retirement Payout of Sick Leave

1. Upon retiring from active employment after ten or more years with a State of Ohio agency, an employee may elect to be paid in cash for one-fourth of the accrued but unused sick leave credit. The maximum payment will be for one-fourth of the accrued balance but not to exceed 240 hours. This payment will be based upon his/her rate of pay at the time of retirement. Upon accepting such payment, all sick leave credit accrued up to that time will be eliminated.
2. Such payment will be made only once to an individual. That is, an individual who returns to state employment after retiring may accrue and use sick leave as before, but may not convert the unused sick leave at the time of a second retirement.