



---

**Policy: 20190014**

**Date in Effect: 01/01/2009**

**Latest Revision: 06/20/2019**

## **SICK LEAVE USAGE POLICY**

The City of Findlay recognizes that every employee accrues sick leave and that all City Management will grant this benefit based on the circumstances in which the sick leave is requested.

In accordance with the Ohio Revised Code 124.38 full time employees who work forty (40) hours per week are eligible for paid sick leave at a rate of four and six-tenth (4.6) hours for each completed eighty (80) hours of service in active pay status. Employees working less than 80 hours shall accrue sick on a pro-rated basis.

Sick leave is earned based on the hours worked while in an active pay status which includes time away from work on sick leave, vacation, holivac, holidays or compensatory time. Sick leave is not earned while in an inactive pay status which includes unpaid leave of absence, disciplinary time off without pay or layoff.

All use of sick leave must be approved by the employee's supervisor/department head or his/her designee. Sick leave is appropriate for the following reasons listed below:

### **Appropriate Use**

1. Illness, injury or disability of an employee, employee's spouse, employee's parent, employee's dependent children or step-children when the employee's presence is **reasonably necessary**.
2. Any medical, dental, or optical examination or treatment of an employee, employee's spouse, employee's parent, dependent children, or step-children when the employee's presence is **reasonably necessary**.
3. Exposure to a contagious disease which could jeopardize the health of the employee or co-workers.
4. Death of an immediate family member when additional time is needed to extend bereavement leave or It can also be used in the death of an "extended" family member (See Death in Family section of Salary Ordinance).
5. Employees should make every effort to schedule medical appointments after normal duty hours, on scheduled days off or at times that cause the least disruption to the work area.

### **Employee Notification**

When an employee is unable to report to work due to illness or other appropriate sick leave reasons, he/she shall notify the supervisor at least one hour prior to the beginning of the shift. The employee must continue to do this for each subsequent day he/she is off for sick leave purposes. Failure of an employee to properly notify the supervisor after three (3) consecutive days will result in disciplinary action up to and including termination.

### **Procedure for requesting payment for sick leave**

- Prior to leaving or upon return to work (whichever is appropriate) employee will complete a *Request for Sick Leave Payment Form*.
- After employee completes form he/she will attach any documentation received from medical professional that shows the date (along with the beginning and ending time of the appointment if requested) and/or the amount of time to be off work with a return to work date. **All doctor's excuses are due by the end of the work day upon the employee's return.**
- The department will assign a number through its numbering system and send the completed *Request for Sick Leave Payment Form* to the Human Resources Department or a designated party within the department.
- Management will indicate the request number on the employee's payroll time sheet.
- Sick leave payment will be conditionally approved and paid during the employee's absence, subject to compliance of this procedure.
- Management has the right to question the circumstances surrounding sick leave request and may ask for medical documentation to support any sick leave requests that may reasonably be construed as sick leave abuse.
- Sick leave absences resulting in more than 5 consecutive days off will result in the issuance of Family Medical Leave Act paperwork by the Human Resources Department.

### Sick Leave Abuse

Any abuse or patterned use of sick leave shall be just and sufficient cause for disciplinary action up to and including termination. Patterns of sick leave usage immediately prior or subsequent to holidays, vacations, days off and/or weekends or excessive sick leave usage may result in sick leave denial or discipline. The City will monitor the number of unexcused sick leave requests which will be referred to as occasions. Unexcused sick leave occurs when an employee does not submit appropriate medical documentation that reasonably excuses the absence. Use of sick leave on five (5) or more occasions in any 12 month "rolling" calendar period will result in disciplinary action as stated below:

<u>Number of Occasions</u>	<u>Progressive Disciplinary Action</u>
Five (5)	Written Reprimand
Six (6)	3 day suspension
Seven (7)	10 day suspension
Eight (8)	Termination


### Other Sick Leave Provisions

- Sick leave shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work.
- Payment for sick leave absence will not be approved unless the Request for Sick Leave Payment form has been completed to include all signatures. The form will be completed prior to medical appointment or upon the employees return to work. Incomplete forms will not be processed.
- An "occasion" of sick leave can be any amount of sick leave used, regardless as to whether that amount is ½ of an hour or 8 hours.
- Failure to complete the form, falsification of information, abuse or illegal use of sick leave or any other deviation from Ohio Revised Code 124.38 will be grounds for disciplinary action up to and including termination.
- Employees are prohibited from working for another employer while using sick leave. Those in violation will be disciplined up to and including termination.

Director of Law Review

Human Resources Director

Mayor



*[Handwritten Signature]*  
*[Handwritten Signature]*  
*[Handwritten Signature]*