

7.01 SICK LEAVE

A. Accrual Rate

Per [Section 124.38](#) of the O.R.C., all employees (full- and part-time) shall earn sick leave at the rate of four and six tenths (4.6) hours for every eighty (80) hours worked or compensated, and shall accumulate without limit.

B. Acceptable Use

Sick leave may be used by an employee for only the following reasons:

1. Illness, injury or pregnancy-related condition of the employee;
2. Exposure of the employee to a contagious disease or virus which could be communicated to and jeopardize the health of other employees;
3. Examination of the employee—including medical, psychological, dental or optical;
4. Illness, injury or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member;
5. Examination—including medical, psychological, dental, or optical examination of a member of the employee's immediate family where the employee's presence is reasonably necessary.

C. Protocol for Reporting Off

An employee who will be absent for sick leave shall report such absence to the employee's immediate supervisor. Such report shall occur as soon as possible, but in no event later than thirty (30) minutes before the start of the employee's shift, absent extenuating circumstances. The employee shall state the employee's name, reason for absence, expected length of absence and phone number where the employee may be reached. An employee who becomes sick during working hours shall report such illness to their immediate supervisor who may then release the employee on leave. *Before an absence may be charged against accumulated sick leave, Management or the Human Resources Manager may require proof of illness or injury (i.e. Physician's report).*

D. Excessive or Patterned Use of Sick Time

Excessive or patterned use of sick time as determined by Management, may be just cause for corrective action. In response to such excessive or patterned use, Management may:

1. Require a report from the employee's personal physician to be eligible for paid sick leave; or
2. Require the employee to be examined by a designated physician, scheduled and paid for by the County.

An employee may be subject to corrective action if, upon direction of Management:

3. the employee fails to submit written proof of illness, injury or death (for cases of funeral leave); or
4. the employee fails to submit to a medical examination at the cost of the County; or
5. the documentation or proof, as submitted and attained through examination, is insufficient to justify the employee's absence; or
6. the documentation or proof is determined to have been falsified.



E. Return to Work Examination

Management may require an employee who has been absent due to personal illness or injury, prior to and as a condition of the employee's return to duty, be examined by a physician, designated and paid for by the County. Such examination shall establish that the employee is able to perform the normal duties of the employee's job and that the employee's return to duty will not jeopardize the employee's health and safety, or the health and safety of other employees. If the employee disputes the result of the examination, the employee may obtain a second opinion from a physician of the employee's own choosing paid for by the employee. If a dispute still exists due to conflicting medical opinions, a third examination shall be conducted by a physician mutually selected and paid for by the County and employee.

F. Immediate Family

When the use of sick leave is due to illness or injury in the immediate family, "immediate family" shall be defined as the employee's spouse, children, stepchildren, grandchildren (if the employee is the primary caregiver as the grandparent), parents, or foster children.

