

DRAFT 4.4.2 Sick Leave

Sick leave is accrued by all regular full-time employees, regular part-time and part-time employees.

A new employee may transfer accumulated sick leave credit from another Ohio public library or Ohio public agency up to the maximum accumulation permitted above. The Chief Fiscal Officer will require an official accounting of hours from the employee's previous public employer.

Sick leave accrues at the following rates:

Sick Leave Accrual Rates		
Employee Hours	Sick leave accrued per pay period (biweekly)	Maximum hours accrued
20-29 hours per week (part-time)	2.3 hours	780 hours
30-39 hours per week (regular part time)	3.46 hours	1170 hours
40 hours per week (regular full-time)	4.60 hours	1560 hours

At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances

- Illness or injury to the employee.
- Illness in the immediate family requiring the presence of the employee.
- Other FMLA qualifying events.
- Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
- Time used for visits to doctors and other medical professionals may be counted as sick leave.

With approval of the Executive Director or the HR Manager, an employee may borrow a scheduled amount of sick leave one-time within a 12-month period. The request is not to exceed the equivalent of two weeks of the employee's regular schedule.

An employee who has borrowed sick leave time and then leaves employment with a deficit of time will reimburse CRCPL for the difference by deduction of the employee's final paycheck(s).