

2.10.2 Retirement

Retirement is defined as an employee resigning their position and being awarded Ohio Public Employees Retirement System (OPERS) retirement benefits. Retiring employees will be compensated for 50% of accumulated unused sick leave at their current rate of pay on their final paycheck. Sick leave accumulation for this purpose is capped at 1560 hours, and includes only sick leave accumulated while employed by CRCPL. Any other retirement benefits are determined according to OPERS.

4.4.2 Sick Leave

Sick leave is accrued by all regular full-time employees, regular part-time and part time employees. Time off beyond the accumulated amount of leave may be taken from vacation time with permission of the Executive Director. If no leave remains, the provisions of the Attendance Policy (HR Policy 5.3) will apply.

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.