

## Procedure No. 620.1

Area: Human Resources

Adopted: April 21, 2011

*Original signature on file in  
Office of General Counsel*

Certified By: \_\_\_\_\_

Curtis Pettis  
Vice President for Administration  
and Finance

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**SUBJECT: SICK LEAVE FOR ADMINISTRATIVE, PROFESSIONAL AND  
CLASSIFIED NON-BARGAINING EMPLOYEES (NON-FMLA)**

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### A. Accrual

Salaried-employees shall accrue sick leave at the rate of 10 hours per month for each day of service in active pay status, including vacations and sick leave, but not during an unpaid leave of absence or lay-off. Bi-weekly employees shall accrue sick leave at the rate of 4.6 hours for each eighty (80) hours in active pay status, including vacations and sick leave, but not during an unpaid leave of absence or lay-off. Temporary and Part Time employees are ineligible for sick leave.

### II. Notification

For hourly employees, sick leave usage shall be deducted in minimum units of one-half hour. When an employee is unable to report to work due to illness or injury, the employee shall notify their immediate supervisor, or designated representative, no later than the time scheduled to report to work on the first day of absence, unless emergency or other conditions make it impossible at which time the employee must notify their supervisor as soon as possible. If an employee on sick leave is convalescing at a place other than their current residence on file in the Office of Human Resources, the employee must provide the address and phone number of the place of convalescence.

Employees are required to call in each day they are absent and inform their supervisor, unless the supervisor and employee member have made alternative arrangements.

### III. Medical Documentation

Each employee learning of any illness or injury, which is likely to cause their absence from work, shall notify their supervisor as soon as the condition is known. The University may require a health care professional's verification of illness indicating that the employee is unable to report

to work due to illness or injury and the period of time the employee will be absent because of the condition or anytime an employee is absent more than three (3) consecutive working days.

#### IV. Organ Donation Leave (Section 124.139, Ohio Administrative Code)

(A) A full-time state employee shall receive up to two hundred forty hours of leave with pay during each calendar year to use during those hours when the employee is absent from work because of the employee's donation of any portion of an adult liver or because of the employee's donation of an adult kidney.

(B) A full-time state employee shall receive up to fifty-six hours of leave with pay during each calendar year to use during those hours when the employee is absent from work because of the employee's donation of adult bone marrow.

(C) An appointing authority shall compensate a full-time state employee who uses leave granted under division (A) or (B) of this section at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.

#### V. Abuse of Sick Leave

Six (6) separate incidents of sick leave usage in a rolling twelve (12) month period may indicate a pattern of excessive absenteeism and employees should be counseled that attendance is a basic standard for satisfactory job performance. After six (6) separate incidents of sick leave usage in a rolling twelve (12) month period, a health care professional's verification of illness that the employee is unable to report to work due to illness or injury may be required to be provided to the Office of Human Resources for any absence, and disciplinary action may be warranted where an excessive absenteeism pattern exists.

Examples of excessive use of sick leave include, but are not limited to, using sick leave excessively on Monday and/or Friday, before or after paid holidays, before or after scheduled vacation days, on the same day or days in a week, or after scheduled overtime days, as applicable.

#### VI. Examination

The University shall have the right to require any employee absent from work for three (3) consecutive work days due to illness or injury or to determine fitness for duty to be examined by a health care professional designated by the University, at the University's expense, while absent from work, or prior to being permitted to return to work.

#### VII. Separation

Accumulated sick leave of an employee who has been separated from public service, shall be credited with their sick leave balance upon reemployment in public service provided that such reemployment takes place within ten (10) years of the date on which the employee was last terminated from service.

VIII. Retirement

At the time of an employee retirement with ten (10) years or more of service with the University, an employee shall receive pay for (1/3) accrued and unused sick leave credit up to a total of 320 hours. Such payment will be based on the employee's rate of pay at the time of retirement. Such payment shall be made only once to any employee.

In case of death of an employee (regardless of age or length of service at Central State University, payment of one-third (1/3) of the employee's unused sick leave shall be made to the beneficiary or estate, up to 320 hours. Such compensation shall be made at the employee's current rate of pay.

IX. Compliance

Failure to comply with any of the above may result in denial of sick leave pay and/or disciplinary action up to and including discharge/termination.