

ORDINANCE NO. 2021 - 10

AN ORDINANCE AMENDING SECTION 143.08 OF THE CODIFIED ORDINANCES AND THE VILLAGE EMPLOYEE HANDBOOK, RELATIVE TO SICK LEAVE

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NEW LONDON, HURON COUNTY, OHIO, AS FOLLOWS:

Section 1. That Section 143.08 of the Codified Ordinances of the Village of New London be amended to read as follows:

143.08 SICK LEAVE.

(a) All full time employees shall be entitled, for each completed eighty hours of service, to sick leave of four and six-tenths (4.6) hours with pay. Employees may use sick leave, upon approval of the Village Administrator/Department Head for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediately family, which shall be defined as: a current spouse, child, parent, grandparent, grandchild, sister or brother, mother, or father of a current spouse, stepmother, stepfather, or stepchild. Sick leave used shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from the previously scheduled work.

(b) An employee who transfers from another public agency to the Village of New London shall be credited with his unused balance of accumulated sick leave.

(c) The Village Administrator/Department Head shall require an employee to furnish a satisfactory, written signed statement to justify the use of sick leave. If the employee states that medical attention is required, a certificate stating the nature of the illness from a licensed physician may be required to justify the use of sick leave. Falsification of either an employee's statement or physician's certificate shall be ground for disciplinary action, including dismissal.

(d) To be eligible for use of sick leave the employee must notify, the appropriate department head at least one hour before their shift starts.

(e)

(1) **UPON RETIREMENT, RESIGNATION, OR SEPARATION FROM EMPLOYMENT FOR ANY REASON, ANY AND ALL ACCUMULATED AND UNUSED SICK LEAVE SHALL PERMANENTLY EXPIRE AND REMAIN UNPAID FOR ANY REASON.**

(2) **NOTWITHSTANDING THE FOREGOING, FOR ANY EMPLOYEE WHO FORMALLY RETIRES ON OR BEFORE DECEMBER 31, 2023**
~~Upon retirement,~~ accumulated sick leave shall be paid in an amount one-fourth of the value of unused sick leave, up to a maximum of 30 days pay.

Section 2. That the portion of the Village Employee Handbook pertaining to Sick Leave be amended to read as follows:

SICK LEAVE

All Full-Time employees shall be entitled, for each completed (80) eighty hours of service, to sick leave of four and six-tenths (4.6) hours for each Bi-weekly pay period. Employees may use sick leave, upon approval of the Village Administrator/Department

Head for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family, which shall be defined as: a current spouse, child, parent, grandparent grandchild, sister, or brother, mother or father of a current spouse, stepmother, stepfather, or stepchild. Sick leave used shall be deducted from the employee's credit on the basis of one hour for every one hour of absence from the previously scheduled work.

An employee who transfers from another public agency to the Village of New London shall be credited with his unused balance of accumulated sick leave, provided that such employment takes place within ten years of the date on which the employee was last terminated from public service.

The Village Administrator/Department Head shall require an employee to furnish a satisfactory, written, signed statement to justify the use of sick leave. If the employee states that medical attention is required, a certificate stating the nature of the illness from a licensed physician may be required to justify the use of sick leave. Falsification of either an employee's statement or physician's certificate shall be ground for disciplinary, action, including dismissal.

To be eligible for use of sick leave the employee must notify the appropriate department head before their shift starts.

UPON RETIREMENT, RESIGNATION, OR SEPARATION FROM EMPLOYMENT FOR ANY REASON, ANY AND ALL ACCUMULATED AND UNUSED SICK LEAVE SHALL PERMANENTLY EXPIRE AND REMAIN UNPAID FOR ANY REASON. NOTWITHSTANDING THE FOREGOING, FOR ANY EMPLOYEE WHO FORMALLY RETIRES ON OR BEFORE DECEMBER 31, 2023 Upon retirement, accumulated sick leave shall be paid in an amount of one-fourth (1/4) of the value of unused sick leave, up to a maximum of 30 days' pay.

At no time, may an employee take more sick leave than has been accumulated. However, vacation time or a leave of absence may be used to supplement sick leave if available sick leave has been exhausted.

Section 2. That this Ordinance shall take effect at the earliest period allowed by law.

PASSED: March 22, 2021


MAYOR

ATTEST:


FISCAL OFFICER