

NORTH CENTRAL STATE COLLEGE  
POLICY AND PROCEDURES MANUAL

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SICKNESS AND DISABILITY

Effective: November 11, 2003

Policy No. 3357:16-71

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1. Each full-time employee earns one and one-quarter ( $1\frac{1}{4}$ ) days of paid sick leave per month, or up to fifteen (15) days each calendar year. Unused sick leave shall be accumulated up to two hundred ten (210) working days. These days are to be used when necessary, primarily for an employee's own absence due to sickness or disability.
2. Accumulated sick leave shall not be transferred to the College from any other employment.
3. Notification of all absences due to sickness or disability shall be made by the employee on the "Request for Leave" to their immediate supervisor as early as possible. Failure to give such notification may result in the days being charged to vacation or leave without salary.
4. If the employee is absent for three (3) or more consecutive days, a certification of illness may be required from the attending physician. A physician's statement may be required in any event of sickness or disability absence if circumstances such as repeated absences, etc., warrant, at the sole discretion of the College.
5. Earned sick leave (with pay) may also be used when illness in the family requires the employee's attendance, only until other arrangements can be made by the employee to care for the family member. Absences of this nature will normally be brief, of one (1) or two (2) day's duration. Verification of such illness by presentation of a physician's statement may be required. Family member is defined as parent, spouse, or child (under the age of 18 or is 18 years of age or older and incapable of self-care because of a mental or physical disability).
6. Length of service (seniority) will continue to accumulate during a leave of absence for sickness or disability. There shall be no accumulation of sick leave, vacation, or paid holidays when the employee has exhausted usage of accumulated sick leave and vacation time.
7. Employment while on sickness and disability leave will be cause for termination unless specifically approved in writing by the College.
8. Employee and dependent tuition and fee waivers, in accordance with Board policy, will be continued during an authorized leave of absence.
9. Each full-time North Central State College employee with ten (10) consecutive years or more of full-time service with the College shall be entitled to payment based on the

employee's rate of pay at retirement for thirty percent (30%) of the employee's accrued but unused sick leave at retirement as follows:

Notice of Retirement	Maximum Sick Pay-Out
< 1 month	39 days
< 2 months	40 days
< 3 months	41 days
3 months	43 days
6 months	44 days
12 months	45 days

An eligible employee must simultaneously retire from the State Teachers Retirement System, School Employees Retirement System or Ohio Alternative Retirement Plan, and from active service with the College. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any employee. Confirmation of retirement shall be obtained from the appropriate retirement system.

10. Copies of requests for all leaves of absence and the reasons, therefore, must be forwarded to the Human Resource Office. No obligation rests with the College for returning an employee to work prior to expiration of the leave.

Approved by the Board of Trustees: December 9, 1992

Effective: July 1, 1993

Revised: July 1, 2000; August 6, 2001

Revised/Approved by President's Staff: November 11, 2003

Revised: July 22, 2015

CFO (Human Resources)