

Ordinance ~~N~~2017- 11 \_\_\_\_\_

Passed \_\_\_\_\_ April 27, \_\_\_\_\_, 20 17 \_\_\_\_\_

**AN ORDINANCE OF THE VILLAGE OF SABINA TO ESTABLISH A SICK LEAVE POLICY TO ALLOW VILLAGE EMPLOYEES TO DONATE ACCRUED SICK LEAVE TO OTHER VILLAGE EMPLOYEES WHO HAVE EXHAUSTED ALL ACCUMULATED SICK TIME DUE TO A CATASTROPHIC OR SERIOUS MEDICAL CONDITION.**

**WHEREAS, the purpose of the Sick Leave Donation Policy is to provide eligible employees with additional sick leave time to alleviate hardship caused from catastrophic illness or injury which forces the employee to exhaust all sick leave time and thereby lose compensation and;**

**WHEREAS, the Village of Sabina currently provides sick leave benefits to employees of the Village and;**

**WHEREAS, the village employee has exhausted all sick and vacation time due to a serious medical condition.**

**THEREFORE, BE IT ORDAINED THE COUNCIL OF THE VILLAGE OF SABINA, OHIO WITH TWO-THIRDS OF ALL MEMBERS CONCURRING, desires to provide a Sick Leave Donation Policy for active employees to contribute a portion of their accrued sick time hours (not more than 80 hours at one time) to the employee who has used all their sick/ vacation hours and their Workers' Compensation due to his or her serious medical condition and;**

**SECTION ONE: the contributing employee(s) and the receiving employee shall complete the sick leave donation forms and submit them to the Fiscal Officer, who shall document the rate and sick leave balances of the said donor(s) and the donee(s) and;**

**SECTION TWO: the Fiscal Officer will submit the Sick Leave Donation Forms to the Village of Sabina Council for approval.**

**SECTION THREE: upon Council approval, the Fiscal Officer shall adjust the leave balances of the contributing employee and the receiving employee in the payroll system.**

**SECTION FOUR: the Fiscal Officer shall convert the hours donated to a dollar amount using the donating employee's hourly rate and then converting that dollar amount to hours using the receiving employee's hourly rate. The sick leave hours shall be administered on a week to week basis just as the regular sick hours are administered.**

**SECTION FIVE: once the sick leave balances are adjusted for the contributing employee and the receiving employee, the Fiscal Officer shall give all parties a copy of their sick leave balances along with the approval form.**

**SECTION SIX: upon retirement or death of the receiving employee, the amount of the donated sick leave hours (balance) remaining will not be returned back to the donor(s).**

**SECTION SEVEN: Definitions.**

**1. "Catastrophic injury or illness" is defined as a severe condition or combination of conditions affecting the physical health of an individual as determined by a Doctor and agreed upon by Council. The catastrophic injury or illness must require the**

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continuing services of a physician.

2. "Fiscal Officer" means the Fiscal Officer for Village of Sabina

3. "Contributing Employee" means an employee that contributes sick leave.

4. "Receiving Employee" means an employee who receives sick leave from the contributing employee.

5. "Active Employee" means current, full-time employee of the Village of Sabina.

6. "Sick leave balance" is determined thru the UAN computer software for the accounting and payroll for the Village of Sabina. An employee earns 4.6 hours per pay period.

This ordinance supersedes and rescinds ordinance #2009-36.

1st Reading: 4/13/2017, 2nd Reading: 4/27/2017, 3rd Reading: 5/11/2017.

Passed this 11<sup>th</sup> day of May, 2017.

Attest:

  
Nancy L. Cornell, Fiscal Officer

  
Peg Sloan, President

  
Dean Hawk, Mayor