



Ohio Administrative Code Rule 3358:5-5-06 Sick leave policy.

Effective: [October 23, 2015](#)

(A) Each regular employee of Clark state community college with an FTE of .50 and above is entitled up to fifteen days sick leave with, each year (accrued at 4.61 hours per pay period)., There is no maximum limit of sick leave days an employee can accrue.

(B) Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employees immediate family (as defined in paragraph (B)(2) of rule 3358:5-5-07 of the Administrative Code).

(C) Forty hours sick leave credit on an FTE basis is granted initially to a new full-time regular employee who has no prior accumulated sick leave. No additional sick leave days are accrued during the first four months of employment.

(D) Regular employees who transfer from an Ohio public agency shall be credited with the unused balance of their accumulated sick leave provided the person is employed within ten years of the date of the last termination from public service.

(E) Regular employees using sick leave shall be required to document their absence on their bi-weekly timesheet. Sick leave must be taken in thirty-minute increments.

(F) When a legal holiday, as noted on the official college calendar, falls in the midst of an employees paid sick leave, the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.

(G) Sick leave shall not be accrued while on an unpaid leave of absence, unless under an approved FMLA absence.
