



Ohio Administrative Code

Rule 3358:5-5-26 Employee sick leave bank program policy.

Effective: November 14, 2022

(A) The college recognizes that employees who properly manage their paid time off, or have not yet earned enough paid time off, (sick leave, vacation leave, and personal time off), may deplete these benefits and find themselves with a hardship and an additional need for paid time off. To address these needs, the college has established an employee sick leave bank program. The purpose of the voluntary employee sick leave bank program is to help alleviate the financial hardship caused when employees have depleted their paid time off leave balances and are faced with needing more paid leave due to serious illness, injury, or some other qualifying event.

The employee sick leave bank serves as a depository into which eligible employees may voluntarily donate sick leave for allocation to other eligible employees. Eligible employees may request a withdrawal of a limited number of sick leave hours to help them through their hardship.

(B) Employees eligible to participate in the employee sick leave bank program are:

(1) All regular employees of Clark state college with an FTE of .50 and above, in the following employment categories:

(a) Exempt staff

(b) Non-exempt staff

(c) Instructional faculty

(2) Employees donating to the bank must have at least forty-eight hours of unused sick leave in his/her sick leave account.

(C) This policy shall be administered as set forth in the associated employee sick leave bank program procedures.



(D) The college office of human resources is responsible for developing, implementing, and maintaining the employee sick leave bank policy, procedures and associated donation and withdrawal forms.