

## ORDINANCE NO. 14-06

### ORDINANCE AMENDING SECTION 137.03 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTH PERRY RELATING TO SICK LEAVE

**WHEREAS**, the Village of North Perry has determined that it is desirable and necessary to amend Section 137.03, of the Codified Ordinances regarding sick leave.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NORTH PERRY VILLAGE, COUNTY OF LAKE AND STATE OF OHIO, AS FOLLOWS:**

**Section 1.** Section 137.03 of the Codified Ordinances of the Village of North Perry is hereby amended to read as follows:

#### **137.03 SICK LEAVE.**

- (a)
  - (1) Upon completion of six (6) months of continuous employment with the Village, all regular full-time Village employees shall be entitled to five (5) paid sick days per each calendar year. An employee's paid sick day, as used in this Ordinance, shall be equal to ten percent (10%) of the average number of hours worked by the employee per pay period during the preceding year. Each eligible employee may carry over accumulated unused sick time to the next calendar year, subject to the following limitation. An eligible employee's available sick time shall not exceed five hundred (500) hours. Sick time may be taken in one (1) hour increments.
  - (2) Any employee who retires with less than ten years of full-time service, or whose employment is otherwise terminated, shall be deemed to have waived all accumulated sick leave time.
  - (3) Any employee who retires or dies with ten or more years of full-time service may receive payment in cash for one-third of the value of accrued but unused sick leave credit. Payment on this basis shall be made only once to any eligible employee or his estate and shall be considered full payment of all accrued sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement or death.
- (b) The Village may require proof of illness for any authorized sick leave. In the judgment of the Mayor, sick leave may include a doctor's certificate or other proof of illness or injury from the employee's physician indicating the nature and duration of the illness or injury. No continuous sick time leave in excess of five working days shall be allowed except upon the certificate of a licensed physician to be filed with the Mayor not later than six days after the commencement of disability, which certificate shall state the nature of the illness and probable length of disability. Additional certificates may be required by the Mayor in cases of prolonged or recurring illness. The Mayor, if he feels the situation warrants, may require the employee to be examined by a physician or physicians of his selection and supply a certificate by such physician or physicians.
- (c) Sick leave may be granted upon the approval of the Mayor or, in his absence, the President of Council for the following reasons:
  - (1) Sickness in the immediate family requiring the presence at home of the employee. [Immediate family shall include only the following: parent(s), spouse, child(ren), step-parent(s), step-child(ren)]. Sick leave thus chargeable shall not exceed five work days in any calendar year, except in special cases authorized by Council.
  - (2) Death in the immediate family of the employee; sick leave shall not exceed five days for any one death chargeable to this section. [Immediate family shall include only the following: parent(s), spouse, child(ren), step-parent(s), step-child(ren)]. Sick leave for this purpose shall be granted to an employee who is actually in attendance at the funeral or engaged in activities in connection therewith.
  - (3) Any employee who becomes sick or is injured and unable to report to work shall cause notice to be given to the Village not later than one hour

before the starting time of his or her regular starting time on the first day of his or her absence and each day thereafter if not hospitalized or sick leave shall not be allowed. Should the injury or illness prevent the employee from making such notification, then it shall be the responsibility of his designee or comply with this requirement. Sick leave shall not be authorized for illness, injury or physical incapacity incurred in employment other than with the Village.

- (d) In addition to leaves authorized above, the Village Mayor or, in his absence, the President of Council, by written approval, may authorize an employee to be absent, without pay or other economic benefits, for personal reasons, or a period or periods not to exceed ten working days in a calendar year.
- (e) The Fiscal Officer shall be informed by the Mayor, in writing, of all sick leave granted.
- (f) No sick leave as provided herein shall be provided for those individuals who hold positions of seasonal or temporary employment with the Village. (Ord. 11-01. Passed 2-3-11.)

**Section 2.** Upon the effective date of this Ordinance, the Clerk of Council of the Village of North Perry, Ohio shall make available to all members of Council, and any members of the public, when required, copies of this amendment to the Codified Ordinances of the Village of North Perry, Ohio.

**Section 3.** The severability provisions of the Codified Ordinances Section 101.08 shall be applicable to this Ordinance.

**Section 4.** That all formal actions of this Council concerning the passage of this Ordinance were adopted in an open meeting, and all deliberations of this Council, or any of its committees, which result in formal actions, were in meeting open to the public, in compliance with all requirements included in Section 121.22 of the Ohio Revised Code.

**WHEREFORE**, this Ordinance shall be in full force and effect upon the earliest date allowable by law.

\_\_\_\_\_  
MAYOR

ADOPTED: August 7, 2014

ATTEST: \_\_\_\_\_  
FINANCE DIRECTOR

**1<sup>st</sup> Reading 6-5-2014**

**2<sup>nd</sup> Reading 7-3-2014**

**3<sup>rd</sup> Reading 8-7-2014**

**Motion by Callahan, second by Shreve to adopt.**

**Council members Callahan, Cutler, L. Klco, Reichard, Shreve, and Siegel voted in favor of the ordinance.**