

SPRINGFIELD TOWNSHIP TRUSTEES
LUCAS COUNTY, OHIO

RESOLUTION 18-003

TO ESTABLISH A LEAVE DONATION POLICY FOR SPRINGFIELD TOWNSHIP EMPLOYEES
FEBRUARY 20, 2018

WHEREAS; donated leave shall never be converted into a cash benefit; it shall only be used to cover the eligible work hours that the affected employee would have regularly been scheduled to work each week. Employees who use donated leave will have those hours counted as absences. Sick time cannot be counted as over-time, must be used as regular pay;

WHEREAS; participation in this program is strictly voluntary. No employee is to be directly solicited to donate leave, nor shall any employee be forced to donate;

WHEREAS; leave may only be donated in eight (8) hour increments, unless otherwise authorized by the Administrator or Fire Chief. Employees donating leave must specify the types and amounts of leave being donated (for example, "24 hours total = 8 hours sick leave and 16 hours vacation") on the leave donation form;

WHEREAS; an employee may donate sick leave only if he/she will still have a balance of at least 120 hours after the donated hours are deducted;

WHEREAS; employees wishing to donate leave must complete and return the "Leave Donation Form" to the Administrator or Fire Chief, who will date stamp each form in the order it is received. Once the appropriate balances have been determined, the donated leave shall be used in the order in which it was donated. In the event that there are multiple donors giving more than eight (8) hours each, the donation will be taken eight (8) hours per person before going back and deducting in excess of eight (8) hours from any individual. The Administrator or Fire Chief have the authority to return all remaining donated hours equally to donors;

WHEREAS; the maximum number of hours that may be donated by an employee is a total of 80 hours per calendar year. Leave that has been donated and used may not be returned to the donor, and the donor is not entitled to any compensation for the donated leave. Any donated but unused leave shall be returned to the donor;

WHEREAS; any leave utilized under this policy shall run concurrent with any Family and Medical Leave Act leave of absence;

NOW THEREFORE, BE IT RESOLVED by Springfield Township Board of Trustees, Lucas County, Ohio: THAT, the Board of Trustees support the "Leave Program" as permitted by Ohio Revised code 124.391.

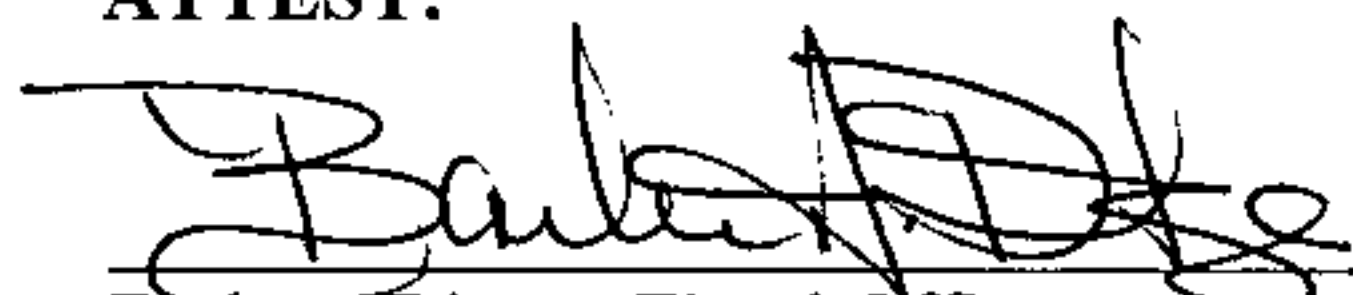
Tom Anderson Jr. seconded the motion and roll resulted as follows:

Andrew Glenn – Yes

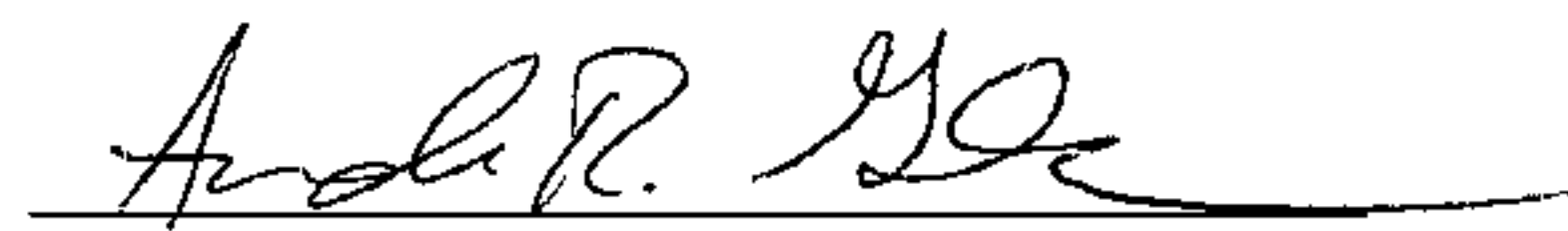
Tom Anderson, Jr. – Yes


Robert Bethel – Yes

ATTEST:


Barbara Dietze, Fiscal Officer
February 20, 2018


Robert Bethel, Trustee


Andrew Glenn, Trustee


Tom Anderson, Jr., Trustee