

SPRINGFIELD TOWNSHIP TRUSTEES
LUCAS COUNTY, OHIO

RESOLUTION 18-003

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

The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on Tuesday February 20, 2018 at 7617 Angola Road, Holland, Ohio, with the following members present:

Andrew Glenn, Robert Bethel and Tom Anderson, Jr.

Bob Bethel moved the adoption of the following Resolution:

WHEREAS, this policy applies to all employees under the appointing authority of the Springfield Township Board of Trustees;

WHEREAS, the leave donation policy is to allow employees to voluntarily provide assistance to eligible co-workers who are in need of paid leave due to a serious illness or injury involving the co-worker or a member of his/her immediate family;

WHEREAS, permitted by Ohio Revised Code 124.391, the Board of Trustees will allow eligible employees to donate accrued but unused sick leave, vacation and personal time on a limited basis to another eligible employee who has a qualifying serious injury or illness, or who has a covered family member who has a serious injury or illness, as defined below;

WHEREAS, in order to DONATE sick leave, an employee must have a balance of at least 120 hours of sick leave AFTER deducting the total donated hours. There is no minimum balance required to donate vacation or personal time;

WHEREAS, in order to RECEIVE donated leave, an employee must:

1. Have a qualifying serious illness, injury or death of a family member causing hardship, and
2. Have no available leave time (sick, vacation, compensatory or personal), and
3. Not be receiving workers' comp or PERS disability, and
4. Not have active discipline in their personnel file related to excessive use of sick leave, abuse of sick leave, unauthorized absence, or pattern use of sick leave.

WHEREAS, "immediate family" is defined as the employee's spouse, children (biological, step, adopted or foster), parents, grandparents, siblings, or a legal guardian or other person who stands in place of a parent (in loco parentis);

WHEREAS, normal pregnancy and child care are not considered to be a serious illness or injury;

WHEREAS, eligibility for Family and Medical Leave (FMLA) is a separate matter and does not guarantee that an individual will be eligible to receive donated leave;

WHEREAS, eligible employees requesting donated leave will complete the attached application and return it along with appropriate medical certification to the Administrator or Fire Chief to review the request to ensure that the employee is eligible.

WHEREAS, an eligible employee may receive a maximum of 6 months of donated leave per each specific approved and covered incident;

WHEREAS, employees using donated leave shall be considered to be in an active pay status and shall accrue sick and vacation leave and be entitled to any benefits to which they would otherwise receive. Any sick and vacation leave that is accrued must be used in the following pay period before donated leave can be used;