

CITY OF ENGLEWOOD

IN

MONTGOMERY COUNTY, OHIO

RESOLUTION NO: 09-19

PASSED: February 26, 2019

A RESOLUTION: AMENDING THE CITY OF ENGLEWOOD EMPLOYEE HANDBOOK, IV (B) EMPLOYEE BENEFITS, LEAVES, SICK LEAVE AND FUNERAL LEAVE

WHEREAS, the Employee Handbook of the City of Englewood was adopted to provide a synopsis of information important to City employees and supplements the ordinances, resolutions and administrative policies adopted by the City of Englewood.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ENGLEWOOD, MONTGOMERY COUNTY, OHIO AS FOLLOWS:

SECTION I That the City of Englewood Employee Handbook Section IV (B), Employee Benefits, Sick Leave and Funeral Leave are amended as follows:

IV EMPLOYEE BENEFITS

(B) HOLIDAY AND LEAVE BENEFITS

SICK LEAVE

All full-time and probationary employees are granted ten hours of sick leave per month beginning on the date of hire.

Employees may be required to file a physician's certificate stating if and why they were unable to work. Approved sick leave must be reported on time cards in increments of no less than 15 minutes.

~~Sick leave will not be granted due to the illness of another person, such as a family member, except that, if an employee has exhausted all Vacation, Personal Leave, or other paid leave time, the City Manager will consider on an individual basis whether an employee should be granted Sick Leave for the illness of another person.~~

An employee may use sick leave:

1. In case of his/her illness, injury, childbirth, or exposure to a contagious disease;
2. For medical, dental, or optical examination or treatment. (Such leave shall be limited to the actual hours necessary for such medical, dental or optical examination or treatment, including reasonable travel time);
3. Enforced quarantine of the employee in accordance with community health standards;
4. In case of emergency treatment of the illness or injury of a spouse, child, step-child, or parent, where the employee's presence is necessary;
5. When scheduled in advance for the medical procedure of a spouse, child, step-child, or parent.

Except as provided in Funeral Leave section, sick leave usage will count as an occurrence as defined in the Merit Rules of Employment in effect as the update of this handbook.

Sick Leave is accrued to unlimited amounts.

See Section IX concerning payment for unused Sick Leave upon retirement.

FUNERAL LEAVE

The City ~~may~~ shall grant up to ~~twenty-four (24)~~ eight (8) work hours Funeral Leave to attend the funeral of the following ~~in connection with the death of a:~~

Spouse	Sister
Child	Brother-in-Law
Parent	Sister-in-Law
Spouse's Parent	Grandparent
Brother	Grandchild

The City will grant up to sixteen (16) additional work hours Bereavement Leave to an employee, but those additional hours shall be deducted from the employee's accumulated sick leave accrual. Such usage shall not count as an occurrence.

~~Approval of the Manager must be sought for any Funeral Leave. A Personnel Action Form (available from the supervisor) should be used for approval, and Funeral Leave must later be reported on a time card.~~

In the event of the death of a spouse or child, the City Manager ~~may~~ will grant up to sixteen (16) additional hours for bereavement. Such hours shall be deducted from the employee's accumulated sick leave. Such usage shall not count as an occurrence.

~~Funeral leave hours may be charged against an employee's accrued sick leave and, if none remains, accrued vacation leave.~~

The City may require proof of an employee's need for such leave.

SECTION II

It is hereby found and determined that all formal actions of this Council concerning and relating to the Passage of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION III

That this Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED this 26th day of February, 2019.

Patricia Burnside
Patricia Burnside, Mayor

ATTEST:

Kerry Norman
Kerry Norman, Clerk of Council

C E R T I F I C A T E

I, Kerry Norman, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify the foregoing is a true and correct copy from the *Record of Proceedings* of said City. WITNESS my signature this 26th day of February, 2019.

Kerry Norman
Kerry Norman, Clerk of Council

CERTIFICATE OF POSTING

I, Kerry Norman, Clerk of Council of the City of Englewood, Montgomery County, Ohio, do hereby certify publication of the foregoing **RESOLUTION** was made as designated by Sections 224.01 and 24.02 of the Englewood Code.

Kerry Norman
Kerry Norman, Clerk of Council