

RESOLUTION NO. 1999 - 85

AUTHORIZING A REVISION OF THE GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY'S SICK LEAVE (SALARY
CONTINUATION) POLICY FOR NONBARGAINING EMPLOYEES

WHEREAS, the Board of Trustees adopted a Personnel Policy and Procedures Manual by Resolution No. 1990-27 on February 20, 1990, and revised the Personnel Policy and Procedure Manual by Resolution No. 1992-31 on February 18, 1992, that included a sick leave (salary continuation) policy for nonbargaining employees; and

WHEREAS, a review of the current sick leave (salary continuation) policy for nonbargaining was conducted, and based on a philosophy statement relative to this benefit program and specific objectives, new language to be included in the policy was developed; and

WHEREAS, the Greater Cleveland Regional Transit Authority now wishes to revise Section 4.0.1 of the Personnel Policies and Procedures Manual, Sick Leave (Salary Continuation) Policy for Nonbargaining Employees to include new language for payoff of accumulated sick leave (salary continuation) balances and establishing a maximum on the number of hours that can be accumulated by an employee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Sick Leave (Salary Continuation) Policy for Nonbargaining Employees shown in Attachment A that includes the following new language is hereby adopted as official policy of the Authority:

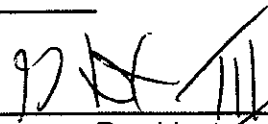
"Upon separation from service through voluntary resignation or retirement, an employee with ten (10) years or more of continuous full-time service will be paid for accumulated salary continuation balances at the rate of 25% of the accumulated salary continuation balances to a maximum payoff of 160 hours at the current rate of salary.

An employee can accumulate salary continuation hours to a maximum of 1,440 hours."

Section 2. That this Resolution shall become effective immediately upon its adoption.

Attachment A: Section 4.0.1, Personnel Policies and Procedures Manual, Sick Leave (Salary Continuation) Policy for Nonbargaining Employees dated June 22, 1999.

Adopted: _____ June 22, 1999 _____



President

Attest: 

General Manager/Secretary-Treasurer

PERSONNEL POLICIES AND PROCEDURES MANUAL

SECTION 4.0.1

SICK LEAVE (SALARY CONTINUATION) POLICY

For non-bargaining employees, the Authority extends salary continuation when it is necessary for an employee to be away from work as specified in this policy. Granting of salary continuation is a privilege. It shall be understood that salary continuation cannot be construed to be a paid leave for which employees have a right, whether ill or not, and may be used solely for those purposes as set forth herein. Supervisors and department heads/superintendents shall exercise discretion to insure that salary continuation is properly used and not abused.

All employees off work more than three days due to illness or injury, are required to submit a physician's certificate to his/her supervisor in order to return to work.

Employees off work three days or less will be permitted to return to work without a physician's certificate. This does not indicate in any way that an absence is excused or unexcused. Supervisors shall refer to the Absence Control Policy to determine how each absence shall be classified. A supervisor may confer with the Medical Services Coordinator when necessary.

It is important to note that the mere procurement of a physician's statement will not prevent the accumulation of AWOL hours. Any period of absence must have departmental approval.

Eligible employees shall accumulate salary continuation at the rate of four (4) hours for every 80 hours of work. Credit is given for all hours in active pay status including vacation and salary continuation but not for any time in an unpaid status or for any time when an employee is receiving short term disability or workers compensation benefits.

Upon separation from service through voluntary resignation or retirement, an employee with ten (10) years or more of continuous full-time service will be paid for accumulated salary continuation balances at the rate of 25% of the accumulated salary continuation balances to a maximum payoff of 160 hours at the current rate of salary.

An employee can accumulate salary continuation hours to a maximum of 1,440 hours.

An employee shall be charged for salary continuation only for days upon which he/she would otherwise have been scheduled to work. Salary continuation payment shall not exceed the normal, scheduled work day earnings, or a maximum of 80 hours per pay period.

Salary continuation shall be granted for absences due to the following reasons and must have the approval of the supervisor or department head/transportation managers.

- o Illness, injury, or pregnancy-related conditions of the employee.

- Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
- Examination of the employee, including medical, psychological, dental or optical examination by an appropriate practitioner.
- Illness, injury or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the family member.
- Examination, including medical, psychological, dental, or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is reasonably necessary.

Immediate Family shall be defined as: spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, a legal guardian or other person who stands in place of a parent, or any other relative residing with the employee.

All request for leave forms shall be attached to the appropriate timesheet and Form 848. This form shall be submitted to the Human Resources and payroll for the proper processing of the employee's time record.

Requests for salary continuation submitted without the appropriate forms and documentation shall be considered unapproved and payment shall be denied.

When institutionalization or hospitalization is required, the employee shall be responsible for notifying his/her immediate supervisor or designee.

When an illness or disability continues past the time covered by salary continuation, an employee may request the appropriate health and accident benefit or disability coverage application.