

- (3) Medical Certification. The university reserves the right to require medical certification in cases of planned or unanticipated absence and prolonged or repeated absence. The university ordinarily will not require such a certificate in the case of illness or injury of less than three (3) days duration. The university may also require medical certification as evidence of the librarian's fitness to return to work.
- (4) Transfers/other public service. If a librarian transfers from one department of the university to another, from the university to another Ohio public agency, or from another state of Ohio agency to Cleveland state university, accumulated sick leave credits will transfer insofar as allowed by law. Proof of sick leave credits must be furnished in writing to the university by the former employer of the librarian transferring credits from another state of Ohio employer.
- (5) Holidays. When a holiday occurs during a period of paid sick leave, the librarian receives regular holiday pay; the time is not charged to sick leave.
- (6) Exhaustion of sick leave balance. If an absence is due to sickness and extends beyond accumulated sick leave, the librarian may request vacation with the supervisor's approval. Bargaining unit librarians may also be eligible for the sick leave bank as provided for in the CSU/SEIU district 1199 agreement. Leave without compensation may be requested in accordance with the provisions for unpaid leaves.
- (7) Disability. If the disability due to sickness extends beyond three (3) months, eligible librarians may apply for disability benefits.

- (8) Balance tracking. The university shall continue to provide a statement of accumulated sick leave.
- (9) Record keeping. The university shall establish and maintain procedures for recording the use of sick leave.
- (10) Retirement. Upon retirement librarians with ten (10) or more years of service with the state of Ohio, at least five (5) years of which have been at Cleveland state university, shall be compensated in an amount not to exceed one-fourth of the value of accrued but unused sick leave credit based on the rate of compensation at the time of retirement insofar as is allowed by law. The maximum payment shall be for 240 hours based on an 8-hour working day.

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