



<b>Policy: Retirement: Payment for Unused Sick Leave, Comp Time, Personal Day &amp; Vacation</b>		<b>Section: Separation</b>	<b>Number: 8.010</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>		<b>Page #: 2 of 7</b>

- b. Meeting the Ohio Public Employees Retirement System (PERS) minimum age and service credit eligibility requirements;
  - c. Having notified the Human Resources Department and/or County Auditor's Office of their termination date for the purpose of retirement;
  - d. Having completed and filed the requisite retirement application forms with PERS;
  - e. Have transferred unused sick hours from other political subdivisions to Medina County in accordance with established procedures prior to the effective date of retirement.
  - f. Have provided age and service retirement documentation from PERS.
- C. Department or appointing authority must provide signed certification of accrued hours and years of service along with the document from PERS to the County Auditor's Office.
- D. Determination for Cashing-Out Accrued but Unused Sick Hours at Retirement
1. An employee with less than ten (10) years of public service with the state or any of its political subdivisions, is not entitled to cash out any portion of the balance of their accrued but unused sick hours.
  2. An employee hired by Medina County prior to January 1, 2013 and having a "*documented record*"\* of ten (10) or more years of public service with the state or any of its political subdivisions is eligible to receive payment for a portion of their accrued but unused sick hours based upon the calculation method contained in schedule A.
  3. An employee hired by Medina County on or after January 1, 2013 and having "*documented record*"\* of ten (10) or more years of public service with the state or any of its political subdivisions is eligible to receive payment for a portion of their accrued but unused sick hours based upon the calculation method contained in schedule B.
  4. The cash-out shall be determined by the lesser of the following methods:
    - i. Percentage method: Percent multiplied by accrued but unused sick hours,  
**OR;**
    - ii. The maximum number of hours set forth based on years of service.

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5. Payment for all or part of unused sick hours may be deferred to the year following the year of retirement upon written request of the employee. (Resolution No. 01-0465)

6. Refer to attached examples of payments for unused sick leave hours.

E. An eligible employee who dies is considered to have terminated his/her employment as of the date of death. Sick leave conversion will be paid according to Ohio Revised Code Section 2113.04, "Release of decedent's wages without administration", or paid to the employee's estate.

\***Documented Record** is defined as written verification provided by the employee on the letterhead of the previous employer(s) of file in the Human Resources Department and/or County Auditor's Office at the time of retirement – reference [Policy 2.085---Employment with Prior Service](#).

Schedule A - for employees hired prior to January 1, 2013.

<u>Line</u>	<u>Years of Public Service</u>	<u>% Paid</u>	<u>Maximum Hours (Days)</u>
<i>A</i>	Less than 5 yrs. w/ Medina Co. w/ no other public service	00%	-----
<i>B</i>	Less than 5 yrs. w/ Medina Co. + other public service totaling less than 10 yrs.	00%	-----
<i>C</i>	Less than 5 yrs. w/ Medina Co. + other public service totaling 10 or more yrs.	25%	240 (30)
<i>D</i>	5 or more yrs. w/ Medina Co. + other public service totaling 10 yrs.	28%	264 (33)
<i>E</i>	5 or more yrs. w/ Medina Co. + other public service totaling 11 yrs.	30%	288 ( 36)
<i>F</i>	5 or more yrs. w/ Medina Co. + other public service totaling 12 yrs.	35%	336 (42)
<i>G</i>	5 or more yrs. w/ Medina Co. + other public service totaling 13 yrs.	40%	384 (48)
<i>H</i>	5 or more yrs. w/ Medina Co. + other public service totaling 14 yrs.	45%	432 (54)
<i>I</i>	5 or more yrs. w/ Medina Co. + other public service totaling 15 yrs.	50%	480 (60)
<i>J</i>	5 or more yrs. w/ Medina Co. + other public service totaling 16 yrs.	55%	528 (66)
<i>K</i>	5 or more yrs. w/ Medina Co. + other public service totaling 17 yrs.	60%	576 (72)
<i>L</i>	5 or more yrs. w/ Medina Co. + other public service totaling 18 yrs.	65%	624 (78)
<i>M</i>	5 or more yrs. w/ Medina Co. + other public service totaling 19 yrs.	70%	672 (84)
<i>N</i>	5 or more yrs. w/ Medina Co. + other public service totaling 20 yrs.	75%	720 (90)
<i>O</i>	5 or more yrs. w/ Medina Co. + other public service totaling 21 yrs.	80%	768 (96)
<i>P</i>	5 or more yrs. w/ Medina Co. + other public service, up to 22 yrs.	85%	816(102)
<i>Q</i>	5 or more yrs. w/ Medina Co. + other public service totaling 23 yrs.	90%	864 (108)
<i>R</i>	5 or more yrs. w/ Medina Co. + other public service totaling 24 yrs.	95%	912 (114)
<i>S</i>	5 or more yrs. w/ Medina Co. + other public service totaling 25 yrs. or more	100%	960 (120)

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Schedule B - for employees hired on or after January 1, 2013.

Line	Years of Service	Percentage of Accrued Sick	Maximum Paid Hours	
T	10 yrs of public service	25%	240	As stated in ORC 124.39
U	10 yrs of medina county service	33%	360	
V	15 yrs of medina county service	50%	480	
W	20 yrs of medina county service	50%	720	
X	25 yrs of medina county service	50%	960	

## II. Payment for Accrued But Unused Vacation Upon Retirement

1. Employees who have completed one (1) or more years of service with Medina County shall, upon retirement from Medina County, receive compensation at their current rate of pay for all lawfully accrued vacation leave, up to their maximum allowable accumulation as set forth in the Paid Vacation section of this manual. (Reference [Vacation Policy — 5.045](#))

## III. Payment for an Unused Personal Day Upon Retirement

1. A full time employee having qualified for their "Personal Day" benefit hours ([Personal Day Policy – 5.030](#)) by retiring after the pay period in which their hiring anniversary date falls but has yet to utilize those hours shall receive payment for all such hours accrued to them based on the employee's rate of pay at the time of retirement. Payment will eliminate all unused Personal Day hours credited to the employee at the time payment is made.
2. There shall be no prorated payment for a partial year at the time of retirement.

## IV. Payment for Unused Compensable Time Upon Retirement

1. Upon retirement an employee who has a balance of compensable "comp" time balance ([Overtime Compensation Policy – 3.025](#)) shall receive payment for all remaining hours based on the employee's rate of pay at the time of retirement. Payment will eliminate all comp time hours credited to the employee at the time payment is made.

# Supplemental Illustrations

## Cash-Out of Unused Sick Hours at Retirement

*(Illustrations reflect retirement from Medina County with credited service for "qualified" years in other political subdivisions of the state.)*

Employee A: 3 years with Medina County and 5 years of other public service; terminates employment with 1,050 unused sick hours; does not qualify for cash-out per **Line B**.

Employee B (Hired Prior to 1/1/13): 25 years, 4 years with Medina County plus 21 qualified years; 2040 unused sick hours; qualifies for a cash-out per **Line C**; paid lesser of:

- **% Method**: 25% of 2040 hrs = 510 hrs;

OR

- **Line C**: 240 hrs    *Lesser amount*    ←

Employee C (Hired prior to 1/1/13): 10 years, 6 years with County plus 4 qualified years; 800 unused sick hours; qualifies for a cash-out per **Line D**; paid lesser of:

- **% Method**: 28% of 800 hrs = **224 hrs**; *Lesser amount*    ←

OR

- **Line D**: 264 hrs;

Employee D (Hired prior to 1/1/13): 25 years, 6 years with County plus 19 qualified years; 1993.3 unused sick hours; qualifies for a cash-out per **Line S**; paid the lesser of:

- **% Method**: 100% of 1993.3 hrs = 1993.3 hrs;

OR

- **Line S**: 960 hrs;    *Lesser amount*    ←

Employee E (Hired prior to 1/1/13): 18 years, 6 years with County plus 12 qualified years; 245 unused sick hours; qualifies for a cash-out per **Line L**; paid the lesser of:

- **% Method**: 65% of 245 hrs = **159.25 hrs**;    *Lesser amount*    ←

OR

- **Line L**: 624 hrs;

Employee F (Hired on or after 1/1/13): 11 years, 9 years with County plus 2 qualified years; 750 unused sick hours; qualifies for a cash-out per Line T; **paid the lesser of:**

- **% Method**: 25% of 750 hrs = **187.5 hrs**; *Lesser amount* ←

**OR**

- **Line T**: 240 hrs;

Employee F (Hired on or after 1/1/13): 18 years, 16 years with County plus 2 qualified years; 750 unused sick hours; qualifies for a cash-out per Line V; **paid the lesser of:**

- **% Method**: 50% of 1080 hrs = 540 hrs;

**OR**

- **Line V**: **480 hrs**; *Lesser amount* ←