



# Payment of Unused Sick Leave Upon Separation of Service

## Notice to Employee Terminating Employment Service with Fairfield County

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This form must be completed and signed by employee before payment for unused sick leave balance will be made.

Name of Employee: \_\_\_\_\_

Department Name: \_\_\_\_\_

Termination Date: \_\_\_\_\_

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Employees terminating employment service with Fairfield County should be aware of the following policies and statutes regarding unused sick leave:

**Fairfield County Commissioners Personnel Policy Manual**, Section 4:14, states:

Upon *retirement or resignation* from active service with Fairfield County and total public service of at least five years, an employee may elect to be paid for *one-quarter (1/4) of their accrued sick leave balance up to a maximum of thirty (30) days of pay*. This payment shall be based on the employee's rate of pay at the time of retirement or resignation and eliminates all sick leave credits accrued but unused by the employee at the time the payment is made.

Subsequent public employment will begin with a zero sick leave balance. Sick leave payment under this section may be made only once to a Fairfield County employee. An employee who qualifies for a payout must apply for such payment within thirty (30) days of separation or forfeit right to a payout.

An employee who elects not to receive payment for unused sick leave upon retirement or resignation will be credited with his/her balance of accumulated sick leave upon reemployment in another public agency within the State of Ohio provided the time between separation and reappointment does not exceed ten (10) years.

### LISTED BELOW ARE DEPARTMENTS NOT UNDER FAIRFIELD COUNTY COMMISSIONERS POLICY:

Board of Elections	After 5 years, 50% w/max of 60 days upon separation or retirement
Engineers (union & non-union)	After 5 years, 25% w/max of 30 days upon resignation or retirement After 10 years, 50% w/max of 30 days upon resignation or retirement After 20 years, 50% w/max of 45 days upon resignation or retirement
FCDD	After 5 years full-time with the Board, 50% w/max of 50 days (lump sum payment made within 90 days of notice of retirement) upon retirement or death
Health Department	After 5 years, 25% w/max of 240 hours upon retirement
Regional Planning	After 10 years, 25% w/max of 30 days upon retirement
Sheriff – Dept, Sgt, Lt	After 5 years, 25% w/max of 240 hours upon separation or retirement
Sheriff – Dispatchers	After 10 years, 25% w/max of 30 days upon retirement
Soil & Water	After 10 years, 25% w/max of 30 days upon separation or retirement

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Do you have the required number of years of public service per your department's policy? **YES / NO**

If NO, then sign form below and **STOP**. If YES, then continue with election.

Have you ever been paid for unused sick leave by Fairfield County? **YES / NO**

If YES, then sign form below and **STOP**. If NO, then continue with election.

### Employee Election (check one)

\_\_\_\_\_ I elect **to be paid** at this time for my unused sick leave balance, as described above.

\_\_\_\_\_ I elect **to not be paid** at this time for my unused sick leave balance, as described above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date