CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2026-16

AN ORDINANCE AMENDING ORDINANCES 2020-24, 2021-34, 2022-13, 2022-15, AND 2022-28 REGARDING THE CITY'S HOLIDAYS (6.01), VACATION (6.02), SICK LEAVE (6.03), FUNERAL LEAVE (6.05), LEAVE OF ABSENCE WITHOUT PAY (6.08), AND PERSONAL DAY (6.13) POLICIES IN THE CITY OF SOUTH LEBANON'S PERSONNEL POLICY AND PROCEDURE MANUAL

WHEREAS, with the assistance of human resources consultant Clemans Nelson & Associates, the City (formerly Village) created and the Council approved Ordinance No. 2020-24 on November 5, 2020, placing in effect the City's (formerly Village) Personnel Policy and Procedure Manual for the City's employees; and

WHEREAS, the City Council approved Ordinance Nos. 2021-34, 2022-13, 2022-15, and 2022-28, amending several policies from the City's Personnel Policy and Procedure Manual; and

WHEREAS, Section 6.01 of the City's Personnel Policy and Procedure Manual defines the City's Holidays Policy; and

WHEREAS, it is the recommendation of City staff to clarify that employees shall only receive holiday pay for scheduled workdays; and

WHEREAS, Section 6.02 of the City's Personnel Policy and Procedure Manual defines the City's Vacation Policy; and

WHEREAS, it is the recommendation of City staff to adjust the vacation accrual schedule to produce equal intervals between vacation anniversaries and create an additional vacation anniversary milestone; and

WHEREAS, Section 6.03 of the City's Personnel Policy and Procedure Manual defines the City's Sick Leave Policy; and

WHEREAS, it is the recommendation of City staff to increase the maximum sick leave accrual balance to two hundred (200) days, or sixteen hundred (1,600) hours; and

WHEREAS, it is the recommendation of City staff to provide thirty (30) consecutive workdays for maternity leave and ten (10) consecutive workdays for paternity leave or adoption; and

WHEREAS, it is the recommendation of City staff to allow employees to convert up to forty (40) hours of accrued sick leave to vacation leave for the subsequent year so long as a minimum sick leave balance of eighty (80) hours is maintained; and

WHEREAS, it is the recommendation of City staff to increase the maximum hours of sick leave payable upon retirement through OPERS to fifty percent (50%) of up to twelve hundred (1,200) hours; and

WHEREAS, Section 6.05 of the City's Personnel Policy and Procedure Manual defines the City's Funeral Leave Policy; and

WHEREAS, it is the recommendation of City staff to include step-parent in the definition of immediate family member; and

WHEREAS, Section 6.08 of the City's Personnel Policy and Procedure Manual defines the City's Leave of Absence Without Pay Policy; and

WHEREAS, it is the recommendation of City staff to require that employees exhaust all leave balances prior to being eligible for leave without pay; and

WHEREAS, Section 6.13 of the City's Personnel Policy and Procedure Manual defines the City's Personal Day Policy; and

WHEREAS, it is the recommendation of City staff to remove the requirement to use personal leave in either four (4) or eight (8) hour increments; and

WHEREAS, all proposed amendments to the City's Personnel Policy and Procedure Manual have been recommended by the Personnel Committee and are attached as Exhibit "A" herein; and

WHEREAS, these amendments to the City's Personnel Policy and Procedure Manual will allow the City to remain in a competitive position with comparable jurisdictions with respect to employee benefits.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. That the Council does hereby amend Ordinance Nos. 2020-24, 2021-34, 2022-13, 2022-15, 2022-28 for the proposed changes to the City's Personnel Policy and Procedure Manual, a copy of which are attached hereto and incorporated herein by reference.

Section 2. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 3. That it is found and determined that all formal actions of the Council concerning and relating to passing this Ordinance were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this 17th day of September, 2026.

Linda S. Burke

Linda S. Burke, Mayor

Attest: _____
Petrina Williams, Director of Finance/Clerk

Rules Suspended:	– (if applicable)
First Reading:	8/20/26
Second Reading:	9/3/26 | 9/17/26 Motion was made to reconsider.
Vote: 5 Yeas – Nays	
Effective Date:	10/17/26

Approved as to form:

_____
Chase T. Kirby
Law Director

Exhibit "A"

HOLIDAYS	**SECTION 6.01**

Full-time employees shall receive the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve Day
Fourth of July	Christmas Day

If a holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday. If an employee's work schedule is other than Monday through Friday, he/she shall be entitled to holiday pay for a holiday observed on his/her day off, regardless of the day of the week on which it is observed.

In observance of each authorized holiday, full-time employees will normally be granted the day off from work. Full-time employees shall receive straight time pay for each authorized holiday for which the employee is scheduled to work.

In order to receive the holiday pay an employee must work his/her full scheduled workday on the day immediately preceding the holiday and the full scheduled workday on the day immediately following the holiday, unless he/she is absent from work for previously authorized use of sick leave, vacation or comp time.

Any employee required to work on one of the recognized holidays will receive compensation at one and one-half (1-1/2) time rate for all time worked on the holiday.

VACATION — SECTION 6.02

All full-time employees of the City shall be allowed to accrue paid vacation time. Years of service shall determine the number of vacation hours each employee will accrue annually. The number of hours accrued per year and the accrual rate per pay will be in accordance with the following schedule for full-time employees working forty (40) hours per week. For full-time employees working any other standard work week, the number of hours and accrual rate per pay period shall be prorated accordingly. ~~:~~

Years of Service	Annual Vacation Hours	Accrual Rate Per Pay Period
0 to 5 ~~6~~ years of service	80	3.08
6 ~~7~~ to 11 ~~14~~ years of service	120	4.62
12 ~~15~~ to 17 ~~19~~ years of service	160	6.15
18 to 23 years of service ~~20 years of service and beyond~~	200	7.69
24 years of service and beyond	240	9.23

* On the 6th ~~7th~~, 12th ~~15th~~, ~~and~~ 18th ~~20th~~, and 24th anniversary of employment, an employee is credited with one (1) additional week of vacation. Vacation begins to accrue at the higher rate after the 6th ~~7th~~, 12th ~~15th~~, ~~and~~ 18th ~~20th~~, and 24th anniversary dates.

Vacation time may not be taken until an employee completes six (6) months of employment with the City.

"Years of Service" for full-time employees, except OPERS and OPFPF retirees, includes any prior service/employment by a political subdivision of the State of Ohio during which the employee was eligible to accumulate vacation time. An employee who has retired under OPERS, OPFPF, or any other state retirement plan shall not have any prior service with the City of South Lebanon, the state, or any political subdivision thereof counted for computing vacation leave. A new or current employee with prior service with another political subdivision of the Sate of Ohio must provide proof of such employment to the Fiscal Officer to include such employment in the employee's prior service time.

Vacation requests are granted on a "first come, first served" basis. The decision to grant or deny a vacation request shall be made by the department head and shall be based upon operational concerns and considerations.

An employee may carry over up to one (1) year's vacation accrual at the end of the calendar year. Any employee with accrued vacation hours shall have the option of cashing out a maximum of eighty (80) hours for pay at their regular rate of pay on the last payroll date of the calendar year. A written request must be given to the Fiscal Officer no later than December 1st for vacation time be paid out.

Vacation leave is earned during the time an employee is in active pay status. No vacation time is earned when the employee is in an unpaid status, nor is additional vacation time earned through the working of overtime.

Upon resignation from employment with the City, employees who give at least two weeks' notice prior to leaving shall be entitled to compensation at their current rate of pay for any earned but unused vacation to the employee's credit at the time of separation. If an employee terminates employment with the City within the employee's first six months of employment, the employee will not be entitled to receive the vacation leave that has accrued.

Sick leave for full-time employees shall accumulate at a rate of 4.6 hours for each eighty (80) hours worked. ~~The maximum accrued sick leave shall be one hundred eighty (180) days~~ The maximum accrued sick leave shall be two hundred (200) days, or one thousand six hundred (1,600) hours. An employee must be in active pay status which is defined as hours worked and hours spent on paid leave time (vacation, holidays, sick leave, funeral leave, civil leave). However, a full-time employee shall not accrue additional sick leave through the working of overtime.

An employee may request sick leave upon proper notice in writing to his/her department head or other designated individual. Sick leave may be requested for the following reasons:

A. Illness or injury of the employee or illness or injury of a member of the employee's immediate family when personal attention on the part of the employee is necessary.

B. Exposure of the employee or a member of his/her immediate family to a contagious disease which would have the potential of jeopardizing the health of the employee or the health of others.

C. Leave approved in excess of Funeral Leave for death of a member of the employee's immediate family.

D. Medical or dental appointments that cannot be scheduled during off-duty hours. Paid sick leave for such appointments shall be limited to four (4) hours, unless an absence excuse from a licensed medical practitioner states otherwise.

E. Pregnancy, childbirth, adoption, and/or related medical conditions of the employee. An employee may use sick leave as maternity leave; such paid sick leave shall be limited to thirty (30) consecutive workdays, unless there are unusual medical complications. An employee may use sick leave as paternity leave, or for adoption; ~~to care for the employee's spouse and family during and following delivery; however,~~ such paid sick leave shall be limited to ~~five (5)~~ ten (10) consecutive ~~days~~ workdays, unless there are unusual medical complications. Paid sick leave shall not be used for childcare purposes.

For the purposes of this policy "immediate family" shall be defined as spouse, child, and parent.

Due to the diverse nature of City operations, each department head will establish his/her own procedures and requirements regarding an employee reporting off from work due to illness or injury.

A certificate stating the nature of the illness from a licensed medical practitioner shall be required to justify the use of sick leave if an employee is absent for more than two days for medical reasons. The City maintains the right to investigate an employee's absence, including the right

to request that an employee obtain an absence excuse from a licensed medical practitioner. Altering or falsifying a written, signed excuse shall be grounds for discipline.

Vacation leave may be used for sick leave purposes, at the employee's request and with the approval of the department head, after sick leave is exhausted. Employees who have exhausted all sick leave and vacation leave credits may, at the discretion of the employer, be granted a personal leave of absence without pay for a period not to exceed thirty (30) days.

The fiscal officer's office shall keep written records of sick leave accrued or credited, sick leave taken, and the balance of sick leave for each employee. The fiscal officer will notify the department head if an employee does not have enough sick leave to cover a period of absence.

An employee who receives temporary total Workers' Compensation benefits from the state of Ohio for a work-related injury, shall, if the employee has sick leave available, receive sick leave payment from the City of South Lebanon for the difference between his/her regular pay and the temporary total Workers' Compensation benefits. This shall continue until the temporary total Workers' Compensation benefits are terminated, or until all available and accrued sick leave is used, whichever is earlier. This provision of this policy does not apply to an employee who is eligible to receive partial or permanent disability benefits from Workers' Compensation.

Employees may convert up to forty (40) hours of unused accrued sick leave to vacation leave for the subsequent calendar year. Requests must be made no later than December 1st of the current year so that accrual balances can be updated at year-end. Conversions will be processed on the first pay date in February of the following year. Employees must maintain a minimum balance of eighty (80) hours of sick leave after conversion requests. Requests which do not maintain a sick leave balance of eighty (80) hours will result in the vacation conversion being reduced to the nearest day (8 hours) to maintain the minimum sick leave balance.

Employees who retire with OPERS may receive payment for ~~twenty five percent (25%) of unused sick leave balance up to a maximum payment of 240 hours.~~ fifty percent (50%) of unused sick leave balance, up to 1,200 hours, resulting in a maximum payment of 600 hours.

paid as they would be if they were using their own accumulated sick leave, until such time as the donated leave is exhausted. Such employees shall not receive more than the amount of their regular weekly earnings, less any regular payroll deductions (i.e., OPERS, taxes, health insurance, life insurance or other voluntary program elected by the employee).

Employees using donated leave will be considered to be in an active pay status and will accrue sick leave and vacation time, and will be entitled to any benefits to which they would otherwise be entitled. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be credited.

Donation Administration. After submission to the Administrator, the donor's pledge will be submitted to the Fiscal Officer, where the pledged hours will be kept in a separate donor's account until needed during a specific pay period. In the event that several donors submit pledges on behalf of a single recipient, donated time will be withdrawn from each of the donors in eight (8) hour increments to satisfy the recipient's regular earnings for that pay period. If there are unused donor pledges remaining in the donor's account when the recipient returns to work, those pledges will be returned to the donor(s).

FUNERAL LEAVE	SECTION 6.05

A full-time employee shall be permitted, upon the approval of his/her department head, up to three (3) working days of paid funeral leave due to the death of an immediate family member. For the purpose of this policy, "immediate family" shall be defined as ~~current~~ spouse, child, step-child, parent, step-parent, sibling, step-sibling, ~~brother, sister, step-brother, step-sister, step-children,~~ mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren.

The amount of paid funeral leave, not to exceed three (3) working days, that the employee shall be permitted will be determined by his/her department head based upon the employee's responsibility for making funeral arrangements, the geographical location of the funeral, and other relevant factors.

If the employee requires additional time off due to the death of an immediate family member, he/she may request use of sick leave in accordance with Section 6.03 of this manual.

MILITARY LEAVE	SECTION 6.06

Military leave and reemployment from military leave is governed by federal law (See 38 U.S.C. 43 et seq. and 20 C.F.R. 1002 et seq.) and Ohio law (See ORC 5903.01, 5903.02, and 5923.05; and O.A.C. 123:1-34-04 and 123:1-34-05)

LEAVE OF ABSENCE WITHOUT PAY	SECTION 6.08

The Appointing Authority may, upon written request of an employee, grant an employee a leave of absence without pay, as prescribed below.

A. In order for an employee to be eligible for a leave of absence without pay, he/she must be employed with the City ~~Village~~ for at least one (1) year and must have exhausted all other leave balances. ~~have at least a "good" overall performance rating~~.

B. The maximum duration of a leave of absence without pay shall not exceed thirty (30) days.

c. The authorization of a leave of absence without pay is a matter of administrative discretion, and each request shall be decided on a case-by-case basis.

When an employee fails to return to work upon the expiration of an authorized leave of absence without pay, he/she shall automatically be considered as having resigned his/her position with the Village.

If it is determined that an employee is abusing the leave of absence and not actually using it for the purpose specified, the employer may cancel the leave and require the employee to report for work.

A. POLICY

Each full-time employee of the City shall be granted one (1) personal day [eight (8) hours of personal time] off with pay during each year of employment. Personal days are granted in January of each year. Personal leave days are to be taken in the year that they are earned and are lost if not used.

Part-time employees are not entitled to personal days.

Such day(s) shall be requested in advance in the same manner as vacation days. ~~Personal days are required to be used in not less than four (4) hour increments.~~

Employees who separate from employment for any reason shall not be entitled to payment for personal days