

# Resolution No. 048-2025

*Amend Sick Leave Donation Policy*

*Cuyahoga County, Ohio*

**BE IT RESOLVED**, by the Board of Trustees of Olmsted Township, County of Cuyahoga, State of Ohio, that:

**WHEREAS**, the Board of Trustees of Olmsted Township previously established the *Olmsted Township Personnel Policy and Procedure Manual* to guide personnel policies and practices; and

**WHEREAS**, the Board of Trustees now desires to amend Section 7.12 of the Manual to revise the conditions under which donated leave may be received or used, and to clarify donation eligibility requirements;

**NOW, THEREFORE, BE IT RESOLVED** that Section 7.12 of the *Olmsted Township Personnel Policy and Procedure Manual* is hereby amended as follows:

## **Section 7.12(D) – Hours Transferred**

Revise the second sentence to read:

"Any hours transferred shall be transferred at the rate of pay equal to that of the **transferee**."

**[Deleted Text]**: "transferor"

**[Deleted Text]**: "unless the rate of pay of the transferee is less than that of the transferor, in which case the transfer shall be at the rate of pay of the transferee."

## **Section 7.12(E)(3) – [Deleted]**

**[Deleted Text]**:

"3. Has exhausted all accrued and unused paid time off, during the pay period for which the leave is donated."

The remaining subsections in this section shall be renumbered accordingly.

## **Section 7.12(F)(1) – Voluntary Donation**

Revise subsection to read: "1. Voluntarily elects to donate leave and does so with the understanding that donated leave **may not** be returned; and" **[Deleted Text]**: "will"

## **Section 7.12(G) – Administration**

**[Deleted Text]**: "Vacation and sick 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 received."

**BE IT FURTHER RESOLVED**, that all other provisions of Section 7.12 and the *Olmsted Township Personnel Policy and Procedure Manual* shall remain in full force and effect without change.

**NOW THEREFORE BE IT RESOLVED**: that on Friday, May 9, 2025, the Board of Trustees of Olmsted Township, Cuyahoga County, State of Ohio, amends the Olmsted Township Personnel Policy and Procedure Manual as stated above, **effective May 11, 2025**.

**BE IT FURTHER RESOLVED**: that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 9th day of May, 2025  
Year

Attest: Brian W. Miller  
Fiscal Officer

Drex A.  
Thomas Cole  
Les Johnson  
Township Trustees