

ORDINANCE NO. 25-97
BY: Ifeolu Claytor

Amending Section 135.04(c) of the Administrative Code of the Codified Ordinances of the City of Shaker Heights to provide a broader definition of immediate family for the purpose of employee funeral leave, and declaring an emergency.

WHEREAS, Section 135.04(c) of the Administrative Code of the Codified Ordinances regarding funeral leave for City employees defines immediate family to include parent, brother or sister, grandparent, mother-in-law, father-in-law, spouse, and child; and

WHEREAS, the Human Resources Director recommends that the City expand the definition of immediate family for the purpose of allowed employee funeral leave to include an employee's parent, spouse and spouse's parent, employee's brother and sister and their spouses, brother and sister of the employee's spouse, employee's grandparent and spouse's grandparent, employee's child and stepchild, and their child's or stepchild's spouse, employee's grandchild and their spouse; and

WHEREAS, Section 135.04 was most recently adopted in Ordinance 99-110, enacted on July 12, 1999.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Shaker Heights, State of Ohio:

Section 1. Section 135.04 of the Administrative Code of the Shaker Heights Codified Ordinances as currently in effect is hereby repealed.

Section 2. Section 135.04 of the Administrative Code of the Shaker Heights Codified Ordinances is hereby amended to read as follows:

135.04 SICK LEAVE AND FUNERAL LEAVE.

(a) Sick Leave Entitlement and Use. Each full-time permanent employee, for whom sick leave is not otherwise especially provided for, shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours with pay. Employees may use sick leave, upon approval of the responsible administrative officer of the City, for absence due to personal illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Unused sick leave shall be cumulative up to 180 work days.

(b) Sick Leave Conversion.

(1) Each full-time permanent employee, other than an employee who is a member of a collective bargaining unit with which the City has a collective bargaining agreement, who has accumulated in excess of ninety (90) days sick leave as of November 1 of any year, may receive payment for the excess sick leave accumulated since November 1 of the previous year at the ratio of one (1) day of pay for each three (3) sick leave days so accumulated, such payment to be made in the month of December of that year. Each such permanent employee may accumulate sick leave up to 180 days, and may elect to convert unused sick leave in excess of ninety (90) days at the rate of one (1) day for each three (3) days so

- accumulated and accumulate the other two days up to 180 days.
- (2) Each full-time permanent employee other than an employee who is a member of a collective bargaining unit with which the City has a collective bargaining agreement, who shall have at least ten (10) years of service with the City shall upon his/her termination of employment for other than disciplinary reasons, receive payment based upon the employee's rate of pay upon termination of employment, for one-half of the employee's accrued but unused sick leave.

(c) Funeral Leave. Each full-time permanent employee other than an employee who is a member of a collective bargaining unit with which the City has a collective bargaining agreement shall be granted three (3) days funeral leave to attend a funeral of a member of the immediate family. If the funeral is held 350 miles or more from the City, then an additional two (2) days maximum sick leave may be taken. For purposes of this section, "immediate family" means an employee's parent, spouse and spouse's parent; employee's brother and sister and their spouses; brother and sister of the employee's spouse and their spouses; employee's grandparent and spouse's grandparent; employee's child and stepchild, and their child's or stepchild's spouse; employee's grandchild and their spouse parents, grandparents, mother-in-law, father-in-law, spouse, child and brother or sister.

Section 3. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare for the reason that it is necessary in the current operation of the City, and this ordinance shall, therefore, take effect immediately upon its enactment and approval by the Mayor.

Enacted August 25, 2025.

Approved this ____ day of _____, 2025.

DAVID E. WEISS, Mayor

Attest:

JERI E. CHAIKIN
Clerk of Council

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