

**Leave Donation –
Major Disasters**

The purpose of the establishment of a Major Disaster Leave Sharing Program is to provide additional leave days to full-time Clear Creek ISD employees in the event of a major disaster that causes severe hardship to the employee requiring the employee to be absent from work.

In the event of a major disaster or emergency, as declared by the President of the United States, the Superintendent may approve the establishment of a leave-sharing plan for employees adversely affected by the disaster or emergency. All eligible employees will be allowed to donate leave time from their unused balance to a leave pool which will be administered by the Human Resources Department. Donations will be limited by the timeframes established by the Human Resources Department. Eligible employees will be able to request leave time from this pool. Participation is strictly voluntary.

Leave donations may be deposited in the program and leave recipients must use the leave received from the program for up to one year from the date of the major disaster or as determined at the time of establishment of the program.

Any leave deposited under this plan to the pool that is not used by leave recipients by the end of the time period described above will be returned to the leave donors who are still employed by CCISD so the donor will be able to use the leave. The amount of leave returned to each leave donor will be in the same proportion as the amount of leave donated by the leave donor bears to the total amount of leave donated on account of the major disaster.

Eligibility

Employees must be employed with Clear Creek ISD in a TRS eligible position that accrues leave time. Employee must have sustained damage to their primary residence during the major disaster.

Guidelines

Employees who would like to make a request to receive donated sick/personal time from the pool must have a situation that meets the following criteria:

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee that requires the employee to be absent from work.

Donation of Sick/Personal Time

- The donation of sick/state personal time is strictly voluntary.
- An employee may donate sick/state personal time to a pool for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of sick/state personal time is on a daily basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick/state personal time leave that an eligible employee may donate is half a day.
- The maximum number of sick/state personal leave an eligible employee may donate in one calendar year is three days per school year.
- The school year is defined as August through July of the following year.
- An employee must have a leave balance of six days to qualify as a donor.
- Employees cannot borrow against future sick/state personal time to donate.

Requesting Donated Sick/Personal Time

Employees who would like to request donated leave time are required to complete a CCISD Leave Sharing Program Request Form and submit it to Business Services. Requests must be approved by the employee's immediate supervisor and the Human Resources Department. Documentation on damage to primary residence such as pictures, FEMA claims and insurance claims must be provided.

Days may be requested by the employee only after he/she has exhausted all of his/her accumulated paid leave days. The maximum number of days received through the program may not exceed 10 days during a school year. Each leave recipient must use this leave for purposes related to the major disaster.

Leave Donation – Friends Helping Friends

The purpose of “Friends Helping Friends” is to provide additional sick leave days to a full-time Clear Creek ISD employee in the event of an unforeseeable, catastrophic illness or injury to the employee or member of the employee’s immediate family. The qualifier will be an Outlier Threshold of 30 or more on the Diagnosis Related Groups (DRGs) found in the federal register. The immediate family is defined as the spouse, children, parents, and any other persons claimed as dependents on the employee’s most recent tax return.

Days may be requested by the employee only after he/she has exhausted all his/her accumulated paid leave days. The maximum number of days received through the "Friends Helping Friends" program may not exceed 45 days during a school year. The school year is defined as August through July of the following year. Any days provided through the "Friends Helping Friends" program will be donated from one Clear Creek ISD employee, hereinafter termed the donor, to another employee, termed the recipient, by following the stated procedures.

Procedures for Requests

A written request for the donation of sick leave days shall be made by the recipient. In case the incapacity is of such a nature that he/she cannot personally apply, the request may be submitted on his/her behalf by an authorized agent. A principal or supervisor may act on the behalf of the recipient. The request form shall be submitted to the campus principal/supervisor. If the employee is not assigned to a campus, the request is to be given to the employee's supervisor.

Requests may not be made for conditions which would qualify the employee for workers compensation or the District's long term disability coverage. In no case shall the recipient receive from Clear Creek ISD a daily rate which exceeds his/her current daily salary. In the event of the death of the recipient, unused donated days shall not be transferred to the estate of the deceased.

It must be understood that "Friends Helping Friends" is a donor program based on goodwill. Neither the donors, nor the school district, are responsible for fulfilling any or all of the days requested.

Procedures for Donation

The maximum allowable donation, per employee, is three days per school year. The minimum allowable donation for any individual case is one-half day. An employee must have a leave balance of at least six days in order to qualify as a donor. Only local sick leave days and state personal leave days may be donated. By law, state sick leave accumulated prior to the 1995-96 school year cannot be donated.

The confidentiality of the donor shall be protected by the various staff members involved in processing the forms.

Procedures

1. Recipient submits a written request to participate in the program along with the Physician's Certification form including a diagnosis to the Leave Specialist. The request is submitted to Assistant Superintendent for Human Resources, who ensures diagnosed condition meets minimum criteria for approval.

2. Leave Specialist notifies the Recipient of approval status. If request is denied, applicant will be notified and may appeal by resubmitting request with additional medical information.
3. Leave Specialist notifies campus principal of approved requests and provides a copy of the signed approval letter along with a program information packet, including donation forms and instructions for implementing the process at the campus.
4. Campus principal collects completed donation forms and forwards to Leave Specialist.
5. All information regarding donations, including names of donors and number of days donated, shall be kept strictly CONFIDENTIAL.
6. Leave Specialist ensures each donor is qualified to donate and applies donated days to Recipient's pay docks for each pay period and provides FHF paycard to Payroll Supervisor prior to each payroll run. Donor's leave bank is reduced by Payroll as donated days are applied to Recipient.