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DONATE-A- DAY
FACT SHEET

What is Donate- A-Day?

Donate-A-Day is a way to help employees who need additional hours beyond their available leave time to care for a seriously ill member of their immediate family.

Who is eligible for Donate-A-Day benefits?

An employee who has used all of his/her individual annual, accrued, and grandfathered leave time may apply for Donate-A-Day.

When and how do I request Donate-A-Day benefits?

An employee who has a need to care for an immediate family member who is seriously ill and believes he/she may be out of paid leave should **contact the HR Benefits & Leave Specialist (613-5774 or email robbi.stokovaz@thompsonschools.org) to ask about Donate-A-Day benefits.** (A supervisor who knows of an employee with such a need should also call.) An application, including a collection sheet and instructions, will be sent to the employee. A section of the application must be completed by the ill family member's physician. The application form is returned to the HR Benefits & Leave Specialist, who then sends it to the appropriate Sick Leave Bank and Payroll. Collecting donated time is the responsibility of the employee or their designee.

How do Donate-A-Day benefits work?

Teachers, administrators and exempt staff should refer to Appendix I in the Memorandum of Understanding for the current school year. Classified staff should refer to the Classified Staff Personnel Handbook. Both resources are available on the district website. The application is reviewed by the Sick Leave Bank Committee. Employees are awarded paid leave based on the donated days submitted on the collection form to Payroll by their monthly deadline.

How can I donate time to a co-worker in need?

In order to donate time to a co-worker who is caring for a seriously ill family member, they must have applied for Donate-A-Day benefits. Employees who wish to donate time must have *current* annual leave time available and may donate up to two days (per their FTE) per year.

Contact the HR Benefits & Leave Specialist or the employee to find out if he/she has applied and whether he/she, or a designee, will be collecting Donate-A-Day time. To donate, sign the collection form and the time will be subtracted on your paystub. Any donated time submitted to Payroll that exceeds the need of the employee goes back to the Sick Leave Bank.

What's the difference between Donate-A-Day and Sick Leave Bank?

Donate-A-Day awards time to an employee who is caring for a seriously ill ***family member***.
Sick Leave Bank awards time to employees with a ***personal*** illness, surgery, or pregnancy.

(Reviewed July 2021)