

**SANTA MARIA INDEPENDENT SCHOOL DISTRICT**  
**Sick Leave Pool**  
**School Year 2020-2021**  
**Local Policy DEC**

1) The sick leave pool is a benefit to assist employees in dealing with prolonged, severe, or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The sick leave pool program allows employees to voluntarily donate accrued state and local leave to another employee.

2) The Human Resource Specialist will administer the sick leave pool program and is responsible for receiving and granting requests and processing donation of sick leave pool days. An employee must exhaust all other available state and local leave days before applying for sick leave pool days. A Request for Sick Leave Pool form will be submitted via email to [hr@smisd.net](mailto:hr@smisd.net). The donation and the request for the sick leave pool will be available on the district website with the tab Family Medical Leave and Sick Leave Pool Request and Donation. The Human Resource Specialist will notify the employee in writing regarding approval or denial of the request. The employee or designee will be responsible to notify their colleagues that they are able to donate days with the Donation for Sick Leave Pool Form on the district website. Employees who wish to appeal the decision of the sick leave administrator must follow the employee grievance process outlined in Policy DGBA.

3) All full-time regular employees are eligible to request establishment of a sick leave pool. For purposes of the sick leave pool program, regular employee is defined as an employee who is required to work more than four and one-half months each fiscal year. Days donated and used by part-time employees will be prorated according to their regular work schedules.

4) Individuals may donate three (3) local and ten (10) state days maximum per school year to any one employee. Donated days pledged to the pool are not available for use by the donor. Donated leave will be applied to an individual pool in the order in which donor forms are received. Days pledged but not used by the recipient will be returned to donors at the end of the fiscal year. Only absences due to the employee's catastrophic illness or injury are covered by the sick leave pool.

5) All medical information provided shall remain confidential. The names of the donors will remain confidential.