

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

4335

**DONATED SICK LEAVE**

Pursuant to Del. Code, Title 14, §1318, the donated leave program allows one or more employees of a public school district to transfer accrued, unused sick leave days to one or more other employees of the same public school district.

Any donated sick leave shall be required to comply with the following requirements:

1. Employees wishing to donate accrued sick leave must donate in increments of whole days.
2. For every two days donated, one will be made available to the recipient.
3. Donated days shall be made available only for recipients of a school district for catastrophic illness. For purposes of this policy, catastrophic illness shall follow the definition set forth in Del. Code, Title 14, §1318A. -

Separate periods of disability lasting 7 consecutive work days or more each, and totaling more than 5 calendar weeks, resulting from the same or a related medical condition and occurring within any 12 month consecutive period, shall be considered the same period of disability.

4. For this policy, family member is defined pursuant Del. Code, Title 14, §1318A.
5. The district will convert the donated leave available for use by a recipient into cash value at each donor's rate of pay, then shall re-convert the cash value to hours of leave at the recipient's rate of pay and shall then credit the recipient's donated leave balance.
6. The recipient of the donated leave shall have been an employee of Milford School District for at least 6 consecutive months to become eligible for donated leave time.
7. Recipient must have used all of their own accrued sick and personal days and half of their annual leave to become eligible. However, when donated leave is for the catastrophic illness of a family member, the employee must have used all sick days, personal days, and annual leave.
8. The recipient shall have established medical justification for such receipt, which must be renewed every 30 days during any absence.
9. No potential donor nor any other person shall sell any accrued leave which might otherwise be donated under this policy.

10. Recipient is entitled to the state share of salary only.
11. Any recipient of donated leave is subject to a 1-work-year cap with the number of days equal to 188 for 10 month employees, 207 for 11 month employees and 222 for 12 month employees.
12. The Human Resources Office will notify Milford School District staff via e-mail when an employee has requested Donated Leave and the number of days needed. The requesting employee's identity will remain anonymous unless the employee provides written authorization to disclose their name. Requesting employees may not solicit leave days via e-mail or public notice.

**ADDITIONAL CRITERIA:**

1. Cases relating to Worker's Compensation do not qualify.
2. Cases relating to Pension Disability do not qualify.

ADOPTED: 10/26/98

REVISED: 7/1/00; 6/23/03; 6/17/24