Community ISD
Guidelines for donation of Local Leave Days

A. Purpose

The local leave policy will allow Community ISD employees an opportunity to donate local leave days to other district employees who have a catastrophic illness, injury or pregnancy (*the medical definition of catastrophic event is an acute or prolonged illness usually considered to be life-threatening or with the threat of serious residual disability*). To qualify for donated days, an employee must have exhausted all of their state, local, and compensatory leave.

B. Eligibility

1. All "regular employees" of Community ISD shall be eligible to donate local sick leave days.
2. All "regular employees" of Community ISD shall be eligible to receive local sick leave days.

"Regular Employees" refers to those persons employed over 20 hours per week by the district

C. Regulations for Donating Local Leave Days

1. Local Leave donations may be made in catastrophic/pregnancy related situations only. If an employee exhausts all leave (state, local, and compensatory), he or she may complete the Request for Sick Leave Donation form. Approval will be granted only in the following situations:
    a. The employee has a catastrophic illness, injury or pregnancy. The members of the Superintendent's Executive Cabinet will make the final decision as to whether or not the illness is catastrophic. Routine pregnancies will not qualify.
    b. A member of the employee's immediate family that has a catastrophic illness/injury or pregnancy. "Immediate family" includes husband, wife, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, father, father-in-law, stepfather, mother, mother-in-law, stepmother, brother, brother-in-law, stepbrother, ,sister, sister-in-law, stepsister, grandparent, grandchild, or any person who may be residing in the covered employee's household at the time of illness or death. The members of the Superintendent's Executive Cabinet will make the final decision as to whether or not the illness is catastrophic.
2. Upon approval of the Request for Sick Leave Donation, the Director of Human Resources will send an email to the requesting employees campus or department first. If more leave days are needed after 10 days, the notice will be published district wide for an additional 10 days to request donations.
3. An employee may, at his or her written request, donate local leave days up to a maximum of three (3) days each year, to another employee who has exhausted all leave days due to catastrophic illness, injury or pregnancy. The Local Leave Donation form must be completed and sent to HR.
4. The maximum number of days that the requesting employee can receive is 30 days.
5. Days shall be donated for absences from working days only and not for holidays or vacation days.

6. Days donated will be transferred from the donating employees local leave record to the receiving employees local leave record.
7. In any instance where more days are donated than the requesting employee needs, days will be returned to the donors in the order they were received.
8. If an employee is unable to file a Request for Sick Leave Donation form, the school principal, immediate supervisor, or department head may initiate the form at the request of the employee or someone in the employee's family.