



## **Donation of Paid Sick Leave**

### **Eligibility**

An employee who, due to a catastrophic event or a serious health condition of him/herself or his/her immediate family or household, may apply to the Chief Human Resources Officer for donated leave.

The employee must work a minimum of 30 hours per week to be eligible for leave donation benefits. Employees must be on approved leave resulting in the employee being absent for a minimum of 20 consecutive work days.

The employee must have exhausted all of his/her accumulated personal, annual, and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the recipient employee's supervisor and final approval by the Chief Human Resources Officer.

Before an employee may receive donated leave, he/she must provide the chief human resources officer with a medical certification that states the estimated beginning and ending dates for the period of incapacity and a description of the injury or illness. If the need for the leave donation is due to a catastrophic event that is not health related, the supervisor of the employee must verify the need for leave in a written request to the Chief Human Resources Officer.

Donated leave shall not be used in lieu of disability retirement.

### **Donation of Leave**

The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee"), the amount of unused sick leave that is to be donated and notify the Chief Human Resources Officer, who is the Superintendent's designee, in writing (Donation of Leave Form) of his/her designation.

Any employee who has accumulated in excess of 10 sick leave days is eligible to contribute to an employee who has been approved by the Chief Human Resources Officer to receive leave. All donated leave must be in whole day units.

The maximum amount of accumulated sick leave that an employee may donate to any other employee may not exceed 50 percent of the accumulated sick leave of the donor employee.

If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employee(s) on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

Employees may not receive compensation in any form from anyone for the donation of leave. In addition, employees must refrain from any solicitation of leave donation days from employees. Failure to comply with this rule will be grounds for disciplinary action by the district.

Donated leave will be accepted and applied only in the fiscal year.

Policy will be effective February 1, 2020.