

**RANKIN COUNTY SCHOOL DISTRICT
Catastrophic Injury or Illness Leave Donation Form**

_____ Donor Employee	_____ KRONOS ID	_____ Leave Donated	_____ Sign & Date
_____ Recipient Employee	_____ KRONOS ID	_____ Leave Received	_____ Sign & Date

**PLEASE NOTE:
DONATION OF DAYS ARE EQUIVALENT TO YOUR DAILY RATE OF PAY
AND
CAN AFFECT YOUR SERVICE RETIREMENT CREDIT**

_____ Donor Employee Supervisor	_____ Date
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Approved By:

_____ Superintendent/ or Designee	_____ Date
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“Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time accumulated by that employee, including the 10 dock days for certified employees, thereby resulting in the loss of compensation from the school district for the employee.

“Immediate family” means spouse, parent, stepparent, sibling, child or stepchild.

Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the school district superintendent or his designee of his or her designation.

The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

An employee must have exhausted all of his or her accumulated personal leave and sick leave, including the 10 dock days for certified employees, before he or she will be eligible to receive any leave donated by another employee.

Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

Employees who have submitted a resignation form are not eligible to donate leave.

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 employees on a pro rata basis, based on the number of days of leave donated by each donor.

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