

**SUPPORT STAFF
VOLUNTARY TRANSFER OF ACCRUED SICK LEAVE**

Donation of Sick Leave

Accrued sick leave may be voluntarily contributed by one (1) support staff employee to another support staff employee in the District providing all of the following conditions are met:

- The donor employee may donate no more than one (1) day per pay period to any one (1) recipient (Intent to Donate form).
- The recipient of the donated leave has a non-job-related, seriously incapacitating, and extended illness or injury, or a member of the recipient's immediate family (as defined under sick leave Policy GDCA) has a seriously incapacitating and extended illness or injury that requires the presence of the recipient.
- Donated leave may not be used until the recipient has exhausted all personal existing sick leave, personal leave, and vacation leave.
- ~~• A day of donated sick leave may, however, be used to augment a recipient's supplemental sick leave pay. In this event, the total supplemental daily rate of pay shall not exceed the lesser of the recipient's normal daily rate of pay or the daily rate of a starting employee's pay.~~
- Donated sick leave shall be allocated on a first-offered, first-used basis, and all unused sick leave offered to the recipient shall be returned to the leave contributors. Donated sick leave shall be deemed "unused" when the recipient's employment has been terminated, when the recipient ceases to be qualified as a recipient under this policy, or when the recipient returns to work, whichever occurs first.
- In order to be eligible to make a sick leave donation, the donor employee must have eleven (11) or more days of sick leave accumulated.
- At the time of the use of the donated sick leave, one (1) day of sick leave shall be deducted from the accumulated sick leave of the donor employee, and the dollar value of the sick leave day that is paid to the recipient employee shall be equal to one (1) day of pay for a full-time beginning employee based on step one (1) of the compensation range of the recipient employee or one (1) day of pay for the donor employee, whichever is the lower amount.

- An employee in need of additional sick leave may request a transfer of sick leave in writing (Sick Leave Transfer Request form). Forms will be available at each department/school and/or in the payroll office.
- All calculations for the rate of pay for a day of donated sick leave shall be based on a full-time, eight (8) hour per day employee, and any exceptions thereto will be prorated accordingly. For example:
- A recipient working thirty (30) hours per week shall receive seventy-five percent (75%) of the daily rate of pay for a full-time support staff employee on step one (1) of the pay range of the recipient.
- If a donation is made by an employee working twenty (20) hours per week, the daily rate of pay available will be fifty percent (50%) of the daily rate of pay for a full-time support staff employee on step one (1) of the pay range of the recipient.

Requests for Donation of Sick Leave

A request for donation of sick leave may be issued after an employee has exhausted all but five (5) days, in any combination, of their sick leave, personal leave, and vacation leave.

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