

## Board Policy 5402: Donated Sick Leave

Original Adopted Date: Last Reviewed Date:

This program is designed to assist personnel who have exhausted all forms of paid leave due to a serious, catastrophic illness or injury, either of their own or of a qualifying immediate family member. This program allows personnel to donate accrued leave to eligible colleagues, so the recipient is able to remain on paid status. Leave donations may be approved month by month. Donations will be individual personnel situations and applied as needed. Personnel will not carry a “bank” of donated days.

**Personnel must meet the following requirements to be eligible to receive donated leave:**

- Personnel, or eligible family member, must have a verifiable serious or catastrophic illness or injury that requires an extended period of treatment or recuperation. Serious or catastrophic illness or injury is one in which the personnel is incapacitated and unable to work as certified by the doctor’s note. The employee must provide a doctor’s note if an eligible family member requires care for a catastrophic illness or injury.
- Personnel must have exhausted all paid leave.
- Personnel may not be concurrently receiving short or long-term disability, workers’ compensation or similar paid benefits.
- Employees are permitted to donate their own sick leave days/hours to a specific employee in need by filling out a Designation Form, designating the number of days/ hours (~~no more than three~~) the employee would like to donate to the employee (just like donating to the sick leave bank). The day(s) / hours will be donated to the receiving employee from the donating employee and not placed in a pool. Any sick day(s) / hours donated must be taken and posted during the current and same pay period in which the days will be used. All PERSI regulations will apply.
- Personnel may not self-solicit for donations.

**Personnel donating leave must meet the following requirements to be eligible to donate:**

- Must have worked for the district for at least 1 academic year.
- All donations of leave are voluntary. Personnel are not required to donate leave.
- Personnel must donate leave in increments of half or full days.
- The maximum days that may be donated is 3 days per employee donating
- Personnel can only donate to a recipient in a “like” position (e.g., certified to certified; classified to classified; administrator to administrator).
- Donated leave is credited to the receiving personnel's leave of absence either on an hour-for-hour basis or half day/full day, as needed, and shall be paid at the rate of pay of the personnel receiving the donation. Donations will be processed in the order received by the Human Resources Department. **Employees leaving the district shall not be able to donate unused leave to other employees.**
- Once leave is donated and posted to the receiving personnel, the personnel donating leave shall irrevocably lose all rights and privileges to the donated leave days/ hours.

**Donated days/ hours must be used on a continuous and uninterrupted basis until the following occurs:**

- All donated leave is exhausted.
- Personnel returns to work.
- Personnel begins receiving long-term disability.
- Personnel's employment terminates.

Personnel wishing to donate sick leave shall contact the Human Resources Leave Specialist.