

**SICK LEAVE SHARING**

**General:** The District shall allow full-time employees to donate accrued, unused sick leave to other full-time employees who have exhausted all fully paid sick leave and who meet the specified criteria.

**Definitions:**

Relative means a spouse, child, parent, grandparent, or grandchild of the employee.

Household member means persons who reside in the same home, who have reciprocal duties to and provide financial support for one another.

Severe or extraordinary means a serious, extreme, or life-threatening and includes temporary disability resulting from pregnancy, miscarriage, childbirth, or recovery therefrom.

Employee means a full-time employee who is a teacher or other employee and who is employed on a regular, as opposed to temporary, basis for at least a minimum of six (6) hours per day.

**Criteria for Donation of Leave:** An employee may donate accrued, unused sick leave to another employee when:

1. The receiving employee has exhausted or will exhaust all fully paid sick leave as a result of the employee's pregnancy or recovery from childbirth or as a result of the employee's, a relative's, or a household member's severe or extraordinary illness, injury, impairment, or physical or mental condition;
2. The receiving employee is or is likely to have to go on leave without pay or terminate employment;
3. The receiving employee has submitted a statement of need to the Superintendent;
4. The receiving employee has submitted a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature of the illness, injury, impairment, or condition.
5. The receiving employee has abided by all District policies and procedures regarding the use of sick leave.

**Donation of Leave:** An employee who has accrued, unused sick leave in excess of ten (10)

days may donate to eligible receiving employees an amount of sick leave per fiscal year which does not cause the employee's sick leave balance to fall below ten (10) days. An employee desiring to donate sick leave shall complete a Sick Leave Donation Form which specifies the number of days to be donated and the name of the employee or employees to whom the days are to be donated. All donations of sick leave shall be voluntary, and no employee shall coerce, intimidate, threaten, or financially induce another employee into donating sick leave. Any donated sick leave which is not used by the recipient during the occurrence for which it was donated shall be returned to the donor or donors on a prorated basis based on the days of sick leave donated to the recipient by all employees, and any returned donated sick leave shall be reinstated to the sick leave balance of each donor.

**Receipt of Leave:** An employee who desires to receive donated leave may apply for donated leave of up to thirty (30) days by submitting the appropriate forms to the Superintendent. If thirty (30) days is insufficient, the employee may reapply for an additional thirty (30) days of donated leave for a total of donated leave not to exceed sixty (60) days per fiscal year. Donated leave may only be used by the recipient for the purposes set forth in this program.

**Records:** Records regarding donated sick leave shall be kept separate from other leave records. Donated sick leave shall be designated as donated sick leave and be maintained separately from all other sick leave balances.

**Other School Districts:** Donated sick leave may not be shared between school districts and may not be transferred to another school district if the employee terminates employment.