

Sick Leave Donation Program

The purpose of the Sick Leave Donation Program is to establish a means for employees to transfer sick leave to an eligible employee in need of additional leave when:

- A certified employee has a 0.5 FTE or greater contract, or classified employee working twenty (20) or more hours per week AND
- The employee, or immediate family member, has an illness/injury that meets the qualifications for Sick Leave AND
- The employee in need has exhausted all of their own paid leave AND
  - Grants from the Sick Leave Bank have been exhausted OR
  - The situation does not qualify under the guidelines necessary for the Sick Leave Bank.

Sick leave donations may not be requested for any period of Workers' Compensation.

The decision to donate sick leave to another employee should be a choice made freely by each employee. Any person attempting to unduly influence another employee to donate leave shall be subject to disciplinary action and any prior agreement made to donate leave under these conditions shall be voided.

All donations of sick leave must be used in the fiscal year in which they are requested. When a request is made, it must be for a specific amount of time and may only be used for the purpose requested.

Employees making donations must retain a minimum of 10 sick days at the time of the donation.

Certified Staff

See Negotiated Agreement for details on Transfer of Sick Leave.

Prior Policy: 603.11

Cross Reference:	5402	Sick Leave
	5403	Sick Leave Bank
	5460	Workers' Compensation Benefits
	Form 5404F1	Sick Leave Donation Agreement Form
	Negotiated Agreement	

Policy History

Adopted on: June 27, 2017

Revised on: