Program Purpose

The Sick Leave Donation Program allows eligible staff members to voluntarily donate a portion of their sick leave accrual balance to a “leave bank” to be used by eligible co-workers who have exhausted their own sick leave accrual balance. This program will allow those staff members who meet eligibility criteria to take paid sick leave for a “catastrophic illness or injury”, who would otherwise have to take time off without pay.

Catastrophic illness or injury means a physical or mental illness or injury as certified by a licensed physician that will result in the inability of the employee to perform the essential functions of the job, with or without reasonable accommodations, for more than 30 work days on a consecutive or intermittent basis. A catastrophic illness or injury is considered a “medical emergency”.

Medical Emergency is a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the “leave bank”.

Recipient Provisions

- Recipient has exhausted all sick and vacation leave balances.
- Recipient has worked a minimum of one year and 1250 hours.
- Leave taken under this program must qualify under the Family and Medical Leave Act (FMLA) and must be taken concurrently with FMLA.
  - Although employees must qualify for FMLA to receive donated sick leave from the “leave bank”, this program is separate and unrelated to current policies regarding FMLA leave. The approval or denial of an employee’s request for donated sick leave from the “leave bank” shall have no impact on the employee’s right to receive FMLA leave. In addition, an employee’s qualification for FMLA leave does not automatically entitle the employee to receive donated sick leave from the “leave bank” under this program. The employee’s request must qualify for FMLA and meet the standards for a “medical emergency” defined within this policy. Employees are not entitled to receive donated sick leave from the “leave bank”, and employees shall only receive donated sick leave from the “leave bank” when approved by the Director of Human Resources and the supervisor.
Recipient is not eligible if receiving Long Term Disability (LTD) or Worker’s Compensation benefits.

**Limited to receive a maximum of 60 days (480 hours) in any twelve (12) month period from the Sick Leave Donation Program**

Additional sick leave will not accrue when receiving donated sick leave from the “leave bank”.

Recipient will continue to have the employee portion of the health and dental/vision insurance premiums deducted pre-taxed from their paycheck when the only source of income is through the “leave bank”.

Complete a **Recipient Request** form and return to the Office of Human Resources.

Recipient requests are reviewed by the supervisor and the Director of Human Resources.

When recipient returns to work, the medical condition ends, or employment terminates, any donated sick leave hours remaining will be restored to the “leave bank”.

The following provisions do apply: (1) a staff member is not entitled to receive donated sick leave from the “leave bank”; (2) donated sick leave will be denied if there is not sufficient hours available in the “leave bank”; and (3) an employee’s qualification for donated sick leave from the “leave bank” does not prevent the employer from exercising its rights to terminate the employee under any federal or state law.

**Donor Provisions**

- Donor has 576 sick leave hours recorded at June 30.
- Donation of 80 hours (10 days) of accrued sick leave may be donated each July to the “leave bank”.
- Donor may not designate the recipient of the donated sick leave.
- Complete a **Donor Request** form and return to the Office of Human Resources by June 30.
- Donor requests are reviewed by the Director of Human Resources.

Based on a staff member’s sick leave accrual balance remaining upon their termination of employment, up to an additional 80 hours (10 days) of accrued sick leave may be transferred to the “leave bank”.

This program may be changed from time to time without prior notice.