

## 450 SICK LEAVE DONATION PROGRAM CARVER-SCOTT EDUCATIONAL COOPERATIVE

### I. PURPOSE

The purpose of the Sick Leave Donation Program is to provide Carver-Scott Educational Cooperative (CSEC) employees, under unique circumstances, access to additional sick leave days donated by fellow employees. This is a program for District employees who have had a catastrophic or life threatening illness and have exhausted all paid leave alternatives. The program provides employees with an opportunity to be supported by, and provide support for, colleagues in a time of need.

Employees who choose to participate in this program do so voluntarily, and neither the procedures nor the program is subject to the grievance process defined in conditions of employment for all employees.

### II. DONOR ELIGIBILITY

Voluntary contributions of unused sick leave hours to the sick leave bank can be made by any full or part-time employee under contract with CSEC. Contributions of hours are only limited by the cap established for the bank (see cap formula below). Hours can be donated on a regular annual basis, when there is a posted need, whenever an employee chooses, or when an employee is leaving employment with CSEC. All donations of sick leave are irrevocable.

CSEC administration will establish a cap for donations to the sick leave bank annually on July 1. The cap will be calculated by taking the highest hourly rate possible from the teacher contract salary grid for the current fiscal year and multiplying that number by 8, then by 20, and then by 2. The resulting number shall be the highest dollar amount maintained in the sick leave bank at any one time. Sick leave donations above this amount will be declined.

### III. RECIPIENT ELIGIBILITY

An employee will be eligible to receive a maximum of thirty (30) donated sick leave days per school year if the following conditions are met:

1. The employee is experiencing a life threatening or catastrophic illness (cancer, heart attack, etc.) verified through medical documentation that requires the employee to be absent from work;
2. The employee has exhausted all accrued leave hours (in addition to sick leave, this includes vacation and personal days, etc.);
3. The employee has completed six (6) months of employment, and;
4. An employee, or a representative of said employee, must submit a *Sick Leave Bank Request Form* for each instance of need. There is no cap on the number of requests that an employee may make each year.

Employees will become ineligible for donated sick leave once they become eligible for other benefit plans such as long term disability or workers' compensation.

### IV. PROCEDURE FOR DONATING HOURS

1. Upon approval of this policy, employees will be invited to donate unused sick leave hours. Thereafter, employees will annually be invited to donate to this program. In addition, employees will be invited to donate upon notification of a colleague in need, or at any other point during the year of the employee's choosing.
2. An employee wishing to donate unused sick leave must complete a *Sick Leave Donation Form* and submit it to Payroll/HR Administrator.

3. Upon receipt of a *Sick Leave Donation Form*, the Payroll/HR Administrator will deduct the hours from the respective employee's sick leave account and place the donated hours in the sick leave bank.
4. Funds in the sick leave bank will carry over from year to year.
5. Donation of sick leave will not affect an employee's wellness bonus option.

**V. PROCEDURE FOR ACCESSING SICK LEAVE BANK**

1. If an employee feels they are eligible for, and in need of, banked sick leave, the employee shall complete a *Sick Leave Bank Request Form* and submit it to the Payroll/HR Administrator.
2. The Payroll/HR Administrator shall immediately notify the Director and the Sick Leave Bank Review Committee<sup>1</sup> of the request.
3. The Committee shall meet immediately, but no later than two (2) business days following notification of receipt of a *Sick Leave Bank Request Form*. The Committee will apply the eligibility standards set forth in this policy and review available sick leave bank funds.
4. If the bank does not include sufficient resources, the Committee will put out a call for donations to all CSEC employees.<sup>2</sup>
5. Within 24-hours of convening, the Committee will notify the employee of their eligibility. The Committee will also notify the employee of the extent to which resources are currently available and/or that a call for additional hours will be put out.
6. The Committee shall be responsible for determining allocation of funds when multiple requests are received and/or requests exceed banked funds.<sup>3</sup>
7. The Committee shall have the discretion to waive the requirement noted above calling for separate leave requests for each leave when it determines the employee is likely to have multiple, but sporadic, need for sick leave days due to the nature of their illness or injury.
8. Upon a determination of eligibility by the Committee, and notification of sufficient funds in the bank, the employee will receive their normal daily rate of pay. (If the employee is absent under this program for a portion of one or more days, those days will be compensated on a pro-rata basis.)
9. In the event of a split vote of the Committee members, the matter will be referred to the Director, who will make the final decision.

**Board Approved 12/20/11**

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<sup>1</sup> The Sick Leave Bank Review Committee will consist of one (1) representative from each of the following groups: Teachers; Support Personnel; Custodial; Office Personnel; and Administration.

<sup>2</sup> The call for donations shall not identify the name of the employee or the nature of the illness. The call will simply indicate a colleague has been determined to be eligible for, and in need of, sick leave bank hours.

<sup>3</sup> The employee's hourly rate of pay at the time of donation will be multiplied by the number of hours donated, thereby establishing the monetary value of the contribution of the employee to the sick leave bank.