

Article VIII - LEAVES OF ABSENCE

Section B – Paid Leaves

I. Sick Leave

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n) Voluntary Employee Sick Leave Donation

- 1. Beginning October 1, 2015, employees may request the donation of sick time from other District employees through the Voluntary Employee Sick Leave Donation Program. This program will allow an employee with a documented major condition to request additional paid sick time after they have exhausted their own accrued and credited paid time. The purpose of this program is to provide an opportunity for employees to voluntarily donate sick leave to an employee who, or whose spouse, minor child, or dependent child who is under legal guardianship of the employee, is experiencing a major medical emergency, illness, accident, or injury and has already exhausted all other available paid leave. Beginning July 1, 2018, employees who have exhausted all other available paid leave may request voluntary sick leave donation for bereavement of an immediate family member as previously defined in paragraph 1 (j 2).
- 2. To receive donated sick time the employee must:
 - a. have one or more years of continuous service in the district;
 - b. have exhausted his/her own accrued and credited paid time, including vacation;
 - c. complete and submit to the Office for Human Resources and Educator Quality all required request form(s) and supporting documentation.
 - d. have a documented major medical emergency, illness, accident or injury or whose spouse, minor child, or dependent child who is under guardianship of the employee has a documented major medical emergency, major illness, accident or injury or have documentation of the death of an immediate family member.
 - e. have not received formal discipline for attendance in the previous twelve (12) months.

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For the Board

Date

For the Union

Date