

## LEAVE SHARING POLICY -

This policy is designed to allow personnel to donate sick leave days to another employee.

Employees of the East End School District will be allowed to donate sick days to another employee, under the following circumstances:

1. Classified personnel may donate only to classified personnel and certified personnel may only donate to certified personnel.
2. The donating employee may donate accumulated sick days to an individual(s) at the following rate:
  - 20 or more day's accumulation may donate one day
  - 40 or more day's accumulation may donate up to five days
  - 90 or more day's accumulation may donate up to 10 days
3. The donating employee must fill out a Sick Leave Donation Form, stating the specific number of days he/she would like to donate and to whom they would like the days donated.
4. Days may be donated to a specific employee before a request for days is submitted. At that point the superintendent will contact that employee, in possible need, to let them know of the generosity and see if they would like to fill out the request for donated day's paperwork.

Employees of the East End School District will be allowed to receive a sick day donation from another employee, under the following circumstances:

1. The employee requesting days must be in their third year of employment or more within the East End School District.
2. The employee requesting days has exhausted his/her accumulated leave days and has a balance of zero days. This includes any vacation time.
3. A request to receive donated days shall be made in writing to the superintendent. The superintendent may ask for written verification from a physician stating the reason for the request.
4. Upon approval of the request, and to be in compliance with HIPPA Laws, the superintendent will have the individual complete an authorization form allowing the superintendent to disclose the person in need.

An employee may receive a maximum of thirty sick days in this manner in one school year to be used as needed. Sick days may not be "sold" to other employees for monetary compensation. Days are used in order of receipt of donation.

Days will not be deducted from donor until they are needed and used by the other employee. On June 30<sup>th</sup> the unused donated days will stay in donor's leave account and usual year end procedures will apply.

All forms may be found online or in the central office. Once a form is completed it must be turned in to the superintendent. The district treasurer/central office staff will confirm the leave of both the requester and donor before any decision is made. The identity of the donor(s) will not be disclosed to the recipient. Records of the transaction(s) will be kept on file for 5 years for auditing purposes.

Employees are credited with leave days at the beginning of each contract year, based on each employee working for the entire term of his/her contract, at the rate of one day per month or the major portion thereof that the employee is under contract. Employees who have exhausted all leave, whether their own or that transferred to them, who miss work because of personal or family sickness will have their pay reduced accordingly. Any employee who uses or transfers all of his/her leave days and whose employment is then terminated for any reason will have his/her last paycheck reduced for the used or transferred leave days that were not earned.

This is a separate policy from the spouse to spouse sharing sick leave policy already in place.