



HUMAN RESOURCES POLICES AND PROCEDURES

NON-EXEMPT SICK LEAVE DONATION POLICY

SCOPE:

This policy applies to all benefit eligible non-exempt staff who have completed one (1) year of service. Benefit eligible employees are full-time employees or employees regularly working 20 hours or more per week, in a position that is expected to continue beyond one year.

STATEMENT OF POLICY:

Sick Leave Donation is a voluntary, *confidential* program that permits staff members to donate fully paid sick days to co-workers in need who cannot return to work because of a serious (or catastrophic) personal health condition, as defined under the Family and Medical Leave Act (FMLA). Voluntary sick leave donations from other employees may be used to provide paid sick leave for a **maximum of 30 days in a twelve-month period**. The twelve-month period will commence on the day an employee first utilizes the leave donation.

Donated days will be assigned to a Community Reserve Account rather than donated to a specific individual's account. Employees who have exhausted all of their available sick days are encouraged to contact the Office of Human Resources to discuss their eligibility to access the sick leave bank.

To be eligible to **donate** sick days, a SCT staff member must have accumulated at least 10 sick days. The number of donated days shall not exceed 5 days in a calendar year.

To be eligible to **receive** donated sick days, an employee must:

- have been employed in benefit eligible status for ten (10) continuous months;
- have exhausted all of his/her own sick days and have exhausted his/her vacation, personal, sick leave accrues;
- require a continued absence due to his/her own serious health condition (as defined under the FMLA);
- provide medical documentation (as required under the FMLA);
- may be required to receive a second or third opinion by a College referred physician; and
- not have been counseled for abuse of the sick leave policy.

SICK LEAVE DONATION:

When necessary, the Office of Human Resources shall post a request for sick leave donation on the campus e-mail system. The circumstances leading to a need for donated sick leave shall be treated as confidential.

Employees who wish to donate sick days shall complete a *Sick Leave Donation Form* and submit it to the Office of Human Resources. Sick time may only be donated in full-day increments. Employees may donate sick leave once a year at anytime during the fiscal year.

- The Office of Human Resources will verify the eligibility of both the donor and the recipient.
- The Office of Human Resources will notify Payroll to transfer the approved sick days from the donor to the community reserve bank.

SICK LEAVE BANK UTILIZATION:

An employee in need of sick leave donation shall complete a *Request for Sick Leave Donation Form* and submit it to his/her supervisor. The supervisor shall indicate whether or not s/he recommends approval of the request, sign the form, and forward it to the Office of Human Resources.

- The Office of Human Resources will notify the receiving employee of the number of sick days transferred to his/her sick leave account.

Participation in this plan shall terminate if any of the following occurs:

- the recipient is medically released to return to work;
- the recipient's employment is terminated; or
- the recipient fails to provide medical documentation as requested under the FMLA.

WHEN SICK DONATIONS RUN OUT:

When an employee exhausts his/her sick leave, donated sick leave, and vacation and personal accruals, he/she may be eligible for short-term disability for up to 6-months from the start of disability. Under short-term disability, the employee may receive a percentage his/her regular pay. Contact the Benefits Coordinator for detailed information.

Note: Employees on maternity leave are not eligible for donated sick leave days.

Todd S. Hutton, President

Date

Effective: March 7, 2003

Prepared by: HR