

## SICK LEAVE DONATION PROCEDURE

The purpose of this program is to assist the employee who is incapacitated by a long-term personal illness or injury.

The donation and transfer of sick leave from one employee to another shall be carried out according to the following procedure and conditions:

1. An employee who would like donated leave must submit a written request to the Human Resources Office by completing a Sick Leave Donation Application. If the employee is incapable of making application, a personal representative may make written application on the employee's behalf. The application will require a reason why donated leave is being requested and the approximate duration of the employee's absence. A physician's statement regarding the nature of the illness or injury, the date the employee's incapacity began, and the anticipated length of the incapacity must accompany the completed application. The Office of Human Resources is charged with the responsibility for approving/disapproving the reason for the request of donated leave.
2. An employee to whom sick leave is donated must have used all available leave provided by the Portsmouth City School Board, to include annual, personal, and sick leave.
  - a. Transferred leave may not be used to cover the hourly equivalent of the first 40 days of illness or injury.
  - b. Transferred leave may not be used for illness in the family.
3. If the employee's request is approved, the staff of the Finance Office will coordinate the donation process. Employees may not directly solicit donations of sick leave from other employees.
4. Employees may donate a maximum of the hourly equivalent of five days of earned sick leave in any one fiscal year.
5. When leave is donated for the employee, he/she may receive the lesser of the hourly equivalent of 60 days OR the hourly equivalent of the number of days required to provide sick leave coverage through the end of the fiscal year. Donations will be processed in the order received to reach fiscal year cap.
6. Once the employee receiving a sick leave donation returns to work, any remaining donated leave shall be redistributed equally among all donors
7. If an employee who has received donated leave terminates employment for any reason to include disability retirement, service retirement, death, or other employment, any remaining donated leave shall be redistributed equally among all donors.

Approved: June 11, 1998

Revised: June 28, 2007