

SUPPORT STAFF LEAVES AND ABSENCES
SICK LEAVE DONATION PROCEDURES

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

1. An employee who wants donated leave must submit a written request to the Human Resources Department. If the employee is incapable of making application, a personal representative may make written application on the employee's behalf. The request must include the reason donated leave is requested and the approximate duration of the employee's absence. A doctor's certificate verifying this information shall accompany the request.
2. An employee to whom sick leave is donated must have used all available leave provided by Portsmouth City Public Schools, to include annual, personal, sick and disability.
 - a. Transferred leave may not be used to cover the first 40 days as defined in the disability leave procedure.
 - b. Transferred leave may not be used to cover the 45 days per year that would otherwise be available from disability leave.
 - c. Transferred leave may not be used for illness in the family.
3. If the employee's request is approved, the Human Resources Department will send sick leave donation authorization forms to the employee's principal or supervisor to coordinate the donations. Employees may not solicit donated sick leave from other employees. Completed forms must be returned to the Human Resources Department.
4. No employee may donate more than 5 days of earned sick leave to any one employee during a fiscal year. Sick leave credited in advance to employees at the beginning of the school year may not be donated until the employee has worked the required number of days necessary to have earned such leave.
5. The total number of days donated shall not exceed the number of days required to provide sick leave coverage through the end of the school year or fiscal year. Donations will be processed in the order received to reach fiscal year cap (June 30).
6. Once the employee returns to work, any unused donated leave up to fifteen (15) days shall remain credited to the employee receiving the donated leave. 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, service retirement, death, or other employment, any remaining unused donated leave shall be redistributed equally among all donors.

Approved: May 16, 1996
