

# Marion County Board of Education

Monitoring:

Descriptor Term:

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Issued Date:

**Review:**  
**Annually,**  
**in February**

## **Donation of Sick Leave**

**5.3021**

**06/26/12**

Rescinds:

Issued:

N/A

**06/26/12**

Sick leave may be donated to employees who have missed work due to personal illness or injury; family illness or injury; or family emergencies; and who have exhausted all annual, personal and sick leave and including days approved through the sick leave bank.

### **PURPOSE**

To allow affected employees the ability to maintain health insurance coverage and the ability to retire at the end of the year without being penalized retirement credits.

### **ELIGIBILITY**

In order to receive donated sick leave, an employee must:

- A) be in a full-time position
- B) be in a leave accruing status.
- C) have used all accumulated sick, annual, personal, etc. leave and used all days approved through the sick leave bank for each separate illness or recurring diagnosed illness or accident.
- D) not be receiving any other form of compensation.
- E) certify to the Director of Schools the cause(s) and condition(s) for exhausting all leave.

### **GENERAL GUIDELINES**

The decision to donate sick leave to another individual should be a choice made freely by each employee. Any attempt to unduly influence another employee to donate leave shall be subject to disciplinary action and any prior agreement made to donate leave under these conditions shall be voided.

The person donating the leave must have a specific employee identified to whom the leave is to be donated and complete a Donation Agreement with information including the name of the employee to whom leave is being donated and the amount of leave the employee is agreeing to donate. The form must be signed and notarized.

The personnel office will notify the recipient of the intent to donate leave and the amounts to be donated.

The donation of leave is final and no amount shall revert back to the donor.

The leave shall be donated in one (1) day increments.

The person donating leave is limited to one-half (1/2) of his/her leave balance, limited to a twenty (20) day maximum per school year.

An employee is not limited to the number of individuals he/she may donate leave to. However, an employee may only donate to any such individual one time in any school year. The twenty (20) day maximum applies.