SICK LEAVE DONATION POLICY

Adopted date: 1993
Revised date: 07/04; 10/20; 5/22; 6/2025
Approved by Board of Trustees: 06/19/2025
Implementation Date: 07/01/2025
Type of Policy: HR Policy/Benefits

BACKGROUND AND PURPOSE

The College sponsors a sick leave donation program under which employees may d1onate some of their accrued but unused sick leave to other College employees who need time off to cope with a medical emergency, as outlined in this policy. This program provides a way that College employees can help co-workers who would otherwise suffer a substantial loss of income as a result of taking unpaid leave. It does not entitle employees to take additional leave. For information about the College's leave policies, contact the Human Resources Office.

POLICY

I. Employees Eligible to Donate to Sick Leave Bank

Employees are eligible to donate accrued but unused sick leave into a sick leave donation bank if they are a regular full-time employee.

II. Employees Eligible to Receive Donated Sick Days

Employees are eligible to request up to sixty (60) days or 420 hours in a 12-month period, which is defined using a "rolling" method that is measured backward from the date an employee first uses leave from the sick leave donation bank. Eligible employees must meet all of the following criteria:

A. The employee is a regular full-time employee.

B. The employee has donated to the sick leave bank (Section III).

C. The employee has not been disciplined for any violations or abuses of the College's leave policies.

D. The employee is on an approved leave of absence relating to a medical emergency.

E. The employee has provided appropriate medical certification as requested by the Human Resources Office.

F. The employee has exhausted all paid time off and leave, including annual leave and sick and safe leave, and has been on leave without pay for at ten (10) work days. Although the employee is not eligible to use donated sick leave until all other forms of paid time off have been exhausted, the employee may request a donation in anticipation of exhausting all other paid time off.

For purposes of this policy, medical emergency means an employee's serious illness or other medical condition as defined by the Family Medical Leave Act (FMLA).

III. Donating Sick Days

An eligible employee may enroll by making a one-time donation of seven (7) sick hours of accrued sick leave to join the sick leave bank. The employee may enroll within the first 30 days of employment or during open enrollment, which occurs at the same time as the College's health insurance open enrollment. Enrollment forms are available in the Human Resources Office.

Employees who leave employment with the College but return at a later date will be required to re-enroll in the sick leave bank program with an additional seven (7) hours of donated sick leave.

Employees who donate to the sick leave bank must wait 90 days before using leave from the sick leave bank.

Donations of sick leave are irrevocable, meaning that once the leave is donated, it will not be returned to the donor-employee.

IV. Requesting and Using Donated Sick Leave

To request donated sick leave, an eligible employee must complete the form available from the Human Resources Office. Among other things, the form requires the employee to demonstrate that he or she is on approved leave, provide a description of the medical emergency, and specify the amount of donated sick leave requested. Eligible employees may not request more than sixty (60) days or 420 hours of donated sick leave each rolling calendar year.

Requests for donated sick leave will be granted on a first-come, first-serve basis. Donor-employees may not designate the employee to whom their donated sick leave is to be awarded.

Donations may only be used to compensate the recipient-employee for approved time off. Neither the donor-employee nor the recipient-employee may request or receive the equivalent monetary value of the time off in lieu of taking paid time off. In addition, donated sick leave may not be used for unapproved absences.

Donated sick leave is not paid out on termination of employment. If the employee returns to work before exhausting donated sick leave, the remaining donated sick leave will revert to the donation bank and become available for other eligible employees.

There are no guarantees that donated sick leave will be available at the time an employee requests leave because donations into the donation bank are voluntary.

Employees are not eligible to accrue sick leave while using donated sick leave.

V. Voluntary Participation

Participation in this program is voluntary.

VI. Minimum Sick Leave Donation Bank Days

The sick leave donation bank will be maintained with a minimum 100-day balance. Additional days will be assessed from the donating employees if there is less than 100 days in the bank.

Donating employees who terminate their membership and later apply for re-enrollment shall donate any hours assessed from the membership during employee's period of nonparticipation.

VII. Administration of this Policy

The Human Resources Office is responsible for the administration of College's Leave Donation Policy. If you have any questions regarding this policy or if you have questions about donated sick days that are not addressed in this policy, please contact the Human Resources Office.

An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

VIII. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.