SICK LEAVE DONATION POLICY

The College sponsors a sick days donation program under which employees may donate some of their accrued but unused sick days 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.

I. Employees Eligible to Donate Sick Days

Employees are eligible to donate accrued but unused sick days into a sick days 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 per year of donated sick days if they 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 prior requesting donated sick days.
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 vacation and sick days, and has been on leave without pay for at least ten (10) days. Although the employee is not eligible to use donated sick days 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

Employees who want to donate sick days must submit a written and signed request on the form provided by the Human Resources Office. Employees who are eligible to donate sick days must donate eight (8) hours (no more or less) of accrued but unused sick days.

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

IV. Requesting and Using Donated [PTO/Vacation/Sick Days]

To request donated sick days, 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 days requested. Eligible employees may not request more than sixty (60) days of donated sick days each rolling calendar year. Requests for donated sick days will be granted on a first-come, first-served basis. Donor-employees may not designate the employee to whom their donated sick days are 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 days may not be used for unapproved absences.

Donated sick days are not paid out on termination of employment. If the employee returns to work before exhausting donated sick days, the remaining donated sick days will revert to the donation bank and become available for other eligible employees. There are no guarantees that donated sick days 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 days while using donated sick days.

V. Voluntary Participation
Participation in this program is entirely 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.