

The purpose of voluntary shared leave is to provide economic relief for employees who by reason of prolonged absence or frequent short-term absences, caused by serious (catastrophic by design) medical conditions, are likely to suffer financial hardship.

### Eligibility

Only permanent full-time or part-time employees are eligible to receive donated leave. The limitation and leave balance for part-time employees is prorated. An employee approved for receipt of donated leave may receive annual and/or sick leave from any employee in the same LEA. Family members may donate annual and/or sick leave to an immediate family member in another LEA, community college or state agency. A public school employee shall not donate more than five days of sick leave per year to any one non-family member.

The combined total of sick leave donated to a recipient from non-family members shall not exceed 20 days per year.

An employee who is receiving benefits from a Disability Income Plan is not eligible to receive donated leave. Shared leave may be used during the required waiting period.

For purposes of voluntary shared leave, personnel must use all accumulated earned leave (annual leave and sick leave) in order to be eligible to receive donated leave. The donating employee may not receive compensation in any form for the donation of leave. Acceptance of compensation for donated leave will result in disciplinary action up to and including dismissal.

Voluntary shared leave for maternity reasons is excluded except for circumstances jeopardizing the life of the mother or the unborn child as defined and documented by the doctor requiring the employee to be confined to bed.

Elective or indicated surgery is not defined as a serious medical condition for voluntary shared leave.

Individual situations in question where serious medical condition is not clearly defined will be reviewed by the Superintendent for approval.

### Application

The *Application for Voluntary Shared Leave* and *Authorization for Release of Medical and Other Information* forms are to be obtained from the Human Resources Office. Upon review of the doctor's medical statement which must include a clear diagnosis and time frame, the Superintendent shall approve or disapprove all requests. If approved, a *Donation of Shared Leave* form will be forwarded to the employee for distribution. No employees are to be obligated to donate shared leave.

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Donation of days is strictly on a voluntary basis. A donating employee may not donate annual leave in an amount in excess of the amount that could be earned in one year nor reduce the donor's annual leave balance below one-half of what that person can earn in the year. A family member donor may not reduce sick leave below one-half of what that donor can earn in a year.

The *Donation of Shared Leave* form shall require the acknowledgement of the State Retirement Credit consequences of donating sick leave.

Revised March 24, 2009

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