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ARTICLE TWENTY-THREE
LEAVES

X. Donation of Sick Leave: An employee may donate earned and accrued sick leave to a qualified district employee in accordance with the following procedures.

A. Qualified district employee is defined as a benefits eligible employee who holds a position, which is eligible for sick leave accrual.

B. Days/time may not be donated until such time as the recipient has depleted his/her own sick leave accrual. However, the recipient is not required to utilize days available from a sick leave bank in which they may participate prior to receiving a donation from a district employee.

C. With the exception of pay for the purpose sick leave, donated days/time shall have no value for the recipient for the purposes of terminal pay or any other program and/or provision that provides pay for accrued sick leave.

D. Donated days/time may not be utilized for the purpose of personal reasons leave.

E. At the time of an employee's donation to a qualified district employee, the donated sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily base rate of pay at the time of the donation. The resulting value shall be credited to the recipient for use as sick leave.

F. The recipient employee must notify his/her supervisor within five (5) days of his/her absence from work that he/she is eligible to be compensated for such sick leave as a result of a donation from an employee. An employee may notify his/her supervisor that he/she is eligible for a donation of sick leave in advance of the depletion of his/her sick leave and that a donation will be utilized upon depletion of his/her sick leave.

G. The donor employee must notify his/her supervisor within five days of a recipient employee's illness that he/she will authorize the donation of sick

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leave time to recipient employee. The donor employee shall sign the Sick Leave Donation Authorization form and submit the completed form to his/her supervisor within the above time frame. A donor employee may notify his/her supervisor that he/she will authorize a donation of sick leave in advance of the recipient's depletion of his/her sick leave and that a donation will be authorized upon depletion of the recipient's sick leave.

H. Day(s) will be deducted from the donor employee's sick leave accrual, in accordance with existing School Board practice, and credited to the recipient employee's sick leave accrual in accordance with the conversion specified in paragraph 5 above. Said time shall be paid to the recipient at his/her current rate of pay.

I. All sick leave compensated by the use of donated days may require a certificate of illness from a licensed physician or from the county health officer.

J. The donation of days to a qualified district employee shall not disqualify the donor employee from eligibility for attendance award(s) contained in Collective Bargaining Agreements and/or Board Policy.

~~**to a Family Member**: An employee may donate to or receive from a qualified member of his/her family who is a District employee earned and accrued sick leave in accordance with the following procedures:~~

~~1. Qualified family member is defined as a spouse, child, parent, sibling who is also employed by the District.~~

~~2. Days/time may not be donated until such time as the recipient has depleted his/her own sick leave and vacation accrual, excluding sick leave from a sick leave pool in which he/she is a participant.~~

~~3. Donated days/time shall have no value for the purpose of terminal pay or any other program and/or provision that provides pay for accrued sick leave.~~

~~4. Donated days/time shall not be utilized for the purpose of personal reasons leave nor shall it be utilized for purpose of meeting requirements for membership in the Sick Leave Bank.~~

~~5. Donated days/time shall not disqualify the donor from eligibility for incentive awards under Article Twenty-One.~~

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~~6. Employees shall comply with procedures contained in District policy for the donation of sick leave to a family member regarding the exchange of sick leave, the calculation of payments, notification requirements, and other matters not covered in this section.~~