

# DONATION OF SICK LEAVE TIME

Date \_\_\_\_\_

I \_\_\_\_\_, Datatel # \_\_\_\_\_,

am requesting \_\_\_\_\_ hours of my accumulated sick leave be donated to:  
(Number of hours donated cannot exceed 10% of donor's accrued sick leave time.)

\_\_\_\_\_. (Recipient must be a dues paying classified employee.)  
(Name of recipient)

**Note: Both recipient and donor must be Classified employees and the recipient must have exhausted all their sick and personal leave, vacation, compensatory, and any other accumulated time. (Due to illness/injury of the employee or a family member.)**

Signature: \_\_\_\_\_

## HR Use Only

Date Used: \_\_\_\_\_

### CCC Association of Classified Employees

#### Donation of Sick Leave Time

#### Article 9, Section 3.

Employees may donate up to ten percent (10%) of their accrued sick leave time to any classified employee who has exhausted all sick and personal leave and all vacation, compensatory, and other accumulated time due to illness, injury or medical condition of employee or a family member. The Human Resources Office should be contacted for the appropriate form. Employees who are terminating for any reason may not donate their accumulated sick leave to other employees.

#### Procedures

1. The Association will notify classified employees that they may volunteer to donate sick time when need arises. When a classified employee has exhausted all paid leave as described in Article 9, Section 3, he/she may ask the Human Resources Office for sick leave donations. The Human Resources Office will verify that all sources of paid time off have been used. There is no limitation on the frequency or number of times an employee may request donations as long as all earned leave has been exhausted and documentation of illness or injury is provided.
2. If the Human Resources Office becomes aware of a classified employee who has exhausted all available leave and will need additional time off, the Human Resources Director will inform the employee that sick leave donations may be available if the employee wishes.
3. When donations have been requested by an employee:
  - a. The classified association will notify electronically all members that there is a need for donation of sick time and members may choose to respond accordingly.
  - b. Classified employees willing to donate sick leave to the employee making the request must complete a "Donation of Sick Leave Time" form, indicating the maximum number of hours they are willing to donate if needed. The amount donated may not exceed 10% of the employee's accumulated sick leave as of July 1<sup>st</sup> of the current fiscal year. Only sick leave as defined in Article 9, Section 3 can be donated to another employee.
4. Donated sick leave is to be deducted from the donor's accumulated sick time only as it is needed by the specific employee to whom it has been donated. Donations are allocated in the order in which Sick Leave Donation Forms are received in Human Resources. When all donated hours from the first donor have been used, hours will be deducted from the second donor until all donated hours are used, then the third donor, etc. Donor employees will be notified by the Human Resources Office of the number of hours actually used. No hours in excess of those actually needed will be deducted from donors.
5. Probationary employees may not donate sick leave unless the ACE Executive Team gives prior approval. No employee will be allowed to donate sick leave if they have less than 80 accumulated sick leave hours with out prior discussion with the ACE President. Donations may not be made retroactively. This means that if an employee wishes to donate to another employee, the donation must be applied to absence during the current payroll period. It is not possible to make changes to sick leave or absence records for a prior payroll period.

Nothing in the above policy or procedure is intended to affect any employee's eligibility for disability benefits. Receiving donated sick leave should not delay or impede receiving any benefits to which the employee may be entitled.