
Sick Leave Sharing

Purpose

The purpose of this procedure is to outline the process for sick leave sharing.

Scope

This process applies to all Valley School District employees.

Procedure

1. If a staff member is in need of donated sick leave, the following procedure applies:
 - (a) The staff member who is in need of the donated sick leave will notify the District Personnel Specialist.
 - (b) The District Personnel Specialist will determine the sick leave applicant's eligibility per Policy #5406; explain the process, and the required forms to be completed. If a staff member qualifies for a Long Term Disability (LTD) claim, then that staff member is not eligible for receiving donated leave. In order to receive donated sick leave, the employee in need must have depleted all paid leaves available.
 - (c) A general announcement of need will be placed in the district daily bulletins to inform staff. The announcement will not name the employee.
 - (d) Any staff member wishing to donate sick leave is required to submit a letter to the District Personnel Specialist indicating the number of hours to be donated. The number of sick leave hours donated shall not exceed the number authorized by the donating staff member.
 - (e) All donations will be kept confidential.
 - (f) A record will be kept of all leave donated and received.

Supporting Documentation

N/A

Document History

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