

## Policy GCCAAA Donation of Paid Sick Leave

Issued 3/18

**Purpose:** The purpose of this policy is to establish the use of shared or donated paid sick leave by eligible employees who choose to participate. Participation in the paid sick leave donation program is voluntary.

Charleston County School District expects employees to come to work every day. Employee attendance is one factor that has a direct correlation with student academic performance.

The board recognizes, however, that certain absences due to illness are unavoidable and wishes to provide an opportunity for economic relief for employees who, by reason of **prolonged continuous absence**, are likely to suffer financial hardship.

The paid sick leave donation program allows an employee to donate a portion of his/her accumulated paid sick leave to another employee of Charleston County School District when the recipient must be absent due to a serious health condition, as defined by the Family and Medical Leave Act (FMLA), or to care for a member of the employee's immediate family or household who is suffering from a serious health condition (as defined by the FMLA).

Immediate family is defined as a spouse, son, daughter, or parent of the employee. The terms "son" or "daughter" do not include individuals 18 years of age or older unless they are incapable of self-care because of mental or physical disability that limits one or more "major life activities" or "major bodily functions" as those terms are defined in the Americans with Disabilities Amendments Act of 2008 (ADAA) and related regulations.

This program is intended to allow the donation of paid sick leave days to qualifying recipients who are absent from work on authorized leave protected under the law or policy. This program is not intended to extend protected leave.

The superintendent shall establish the paid sick leave donation program and procedures for the orderly implementation of the program.

Adopted 7/15/14; Revised 3/26/18

Charleston County School District

## Policy GCCAAA Donation of Paid Sick Leave

Issued 3/18

Purpose: The purpose of this policy is to establish the use of shared or donated paid sick leave by eligible employees who choose to participate. Participation in the paid sick leave donation program is voluntary.

Charleston County School District expects employees to come to work every day. Employee attendance is one factor that has a direct correlation with student academic performance.

The board recognizes, however, that certain absences due to illness are unavoidable and wishes to provide an opportunity for economic relief for employees who, by reason of **prolonged continuous absence**, are likely to suffer financial hardship.

The paid sick leave donation program allows an employee to donate a portion of his/her accumulated paid sick leave to another employee of Charleston County School District when the recipient must be absent due to a serious health condition, as defined by the Family and Medical Leave Act (FMLA), or to care for a member of the employee's immediate family or household who is suffering from a serious health condition (as defined by the FMLA).

Immediate family is defined as a spouse, son, daughter, or parent of the employee. The terms "son" or "daughter" do not include individuals 18 years of age or older unless they are incapable of self-care because of mental or physical disability that limits one or more "major life activities" or "major bodily functions" as those terms are defined in the Americans with Disabilities Amendments Act of 2008 (ADAA) and related regulations.

This program is intended to allow the donation of paid sick leave days to qualifying recipients who are absent from work on authorized leave protected under the law or policy. This program is not intended to extend protected leave.

The superintendent shall establish the paid sick leave donation program and procedures for the orderly implementation of the program.

Adopted 7/15/14; Revised 3/26/18

Charleston County School District



## **AR GCCAAA-R Donation Of Paid Sick Leave**

*Issued 9/18*

### **Eligibility**

An employee who, due to a catastrophic event or a serious health condition of him/herself or his/her immediate family or household, may apply to the chief human resources officer for donated leave.

The employee must work a minimum of 30 hours per week to be eligible for leave donation benefits. Employees must be on approved leave resulting in the employee being absent for a minimum of 20 consecutive work days.

The employee must have exhausted all of his/her accumulated personal, annual, and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the recipient employee's supervisor and final approval by the executive director of human resources.

Before an employee may receive donated leave, he/she must provide the chief human resources officer with a medical certification that states the estimated beginning and ending dates for the period of incapacity and a description of the injury or illness. If the need for the leave donation is due to a catastrophic event that is not health related, the supervisor of the employee must verify the need for leave in a written request to the chief human resources officer.

Donated leave shall not be used in lieu of disability retirement.

### **Donation of Leave**

The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee"), the amount of unused sick leave that is to be donated and notify the chief human resources officer, who is the superintendent's designee, in writing (Donation of Leave Form) of his/her designation.

Any employee who has accumulated in excess of 10 sick leave days is eligible to contribute to an employee who has been approved by the chief human resources officer to receive leave. All donated leave must be in whole day units.

The maximum amount of accumulated sick leave that an employee may donate to any other employee may not exceed 50 percent of the accumulated sick leave of the donor employee.

If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employee(s) on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

Employees may not receive compensation in any form from anyone for the donation of leave. In addition, employees must refrain from any solicitation of leave donation days from employees. Failure to comply with this rule will be grounds for disciplinary action by the district.

Donated leave will be accepted and applied only in the current year.

Issued 5/27/14; Revised 9/24/18

Charleston County School District