

### **Accumulated Leave Assistance Program**

An employee who has depleted accumulated leave, or has a family member with a serious illness/injury, or requires bereavement leave, may request access to the accumulated leave assistance program. The employee must complete the “Accumulated Leave Assistance Request Form” and the “Verification of Serious Illness or Injury Form”. The Verification of Serious Illness or Injury form will not be required for bereavement leave. The Verification of Serious Illness or Injury form may be waived, if employee has submitted an FMLA Certification of Physician/Medical Provider form.

An employee who qualifies for assistance as stated above may also request coverage for a specified number of days for intermittent treatment that is necessitated as a result of the qualifying serious illness or injury.

The donor employee must have thirty (30) or more days of accumulated leave in order to donate accumulated leave, and the donor employee may donate no more than five (5) days of accumulated leave in any contract year. The donor employee will use the “Accumulated Leave Donation Form: to designate the donation on behalf of the employee to receive the donation.

Information regarding a donation shall be considered confidential and shall be communicated by District employees on a need-to-know basis. An employee will have the option of donation accumulated leave without the receiving employee being knowledgeable of the donor’s name.

Except as stipulated below, all donated leave becomes the permanent property of the receiving employee unless said employee is released to return to work earlier than originally stated by the employee’s physician and has a balance in excess of ten (10) donated days. Days of leave – not the actual wage of the donor employee – will be donated. Donations will not be allowed to be made to an employee’s immediate supervisor or evaluator. No employee shall be eligible for the accumulated leave assistance program after having qualified for long-term disability coverage. Donated days in excess of ten (10) days shall be returned to the donor employees. Donated days will be returned to the donor employees. Donated days will be returned to the donor employee based on the date it was received in the Human Resources Department. Donated days will be used in the order they are received in the Human Resources Department.

Once approved, accumulated leave shall be used in the following order:

- The employee’s accumulated leave. Donated leave.
- Extended accumulated leave (sub dock), if applicable.
- Full dock.

“Accumulated Leave Donation Forms” shall be available at all work sites. Notification that an employee is eligible for donations shall, at the employee’s request, be posted at all work sites for no fewer than fifteen (15) work days.

The employee may donate days of leave to support staff members. For a full-time equivalence (1.00 FTE), one (1) day shall be equal to eight (8) hours. For less than a full-time equivalence, one (1) day shall be prorated based on the number of hours taught rounded to the nearest hour.

Adopted: July 11, 2007

LEGAL REF.: A.G.O I91-027