

# **Guidelines for Sick Leave Transfer**

## **Updated July 1, 2015 (BOT 06/11/2015)**

**Maximums:** The maximum amount one can donate in a fiscal year is four weeks.  
The maximum amount one can receive in a fiscal year is twelve weeks.

**To donate,** the employee must have a balance of at least two weeks (75 hrs) sick time remaining after donation.

**To receive,** the employee must have utilized all sick leave, vacation and convenience day, if applicable, prior to receiving donations of sick leave.

### **Employees who have or have had FMLA during the fiscal year:**

Federal guidelines provide up to 12 weeks of protected leave for FMLA purposes in a twelve month period. Donated sick time off given to any employee who has already used 12 weeks of FMLA time is unprotected time.

Employees with current FMLA for the serious illness of a family member who has utilized the maximum 20 family sick days of FMLA time during the fiscal year are not eligible to receive donated sick leave for a family member until the next fiscal year.

### **Employees who do not have a current FMLA application during the fiscal year:**

A form verifying the medical need for additional sick leave must be submitted prior to receipt of the donation.

Employees not eligible for FMLA and needing sick leave for a family member and the maximum 5 family sick days have been utilized during the fiscal year are not eligible to receive donated sick leave for a family member until the next fiscal year.

### **Procedures:**

1. A "Voluntary Sick Leave Donation Agreement" form must be submitted to the Benefits office by the employee wishing to donate sick time to another employee.
2. Benefits office verifies:
  - For the recipient:**
    - a. FMLA for the recipient for the current year.
    - b. If no current FMLA forms on file, a medical form will be sent to the proposed recipient.
    - c. The amount of donations received during the fiscal year does not exceed twelve (12) weeks.
  - For the donor:**
    - a. A remaining balance of at least two weeks of sick leave after the donation.
    - b. The amount of donations made during the fiscal year does not exceed four (4) weeks.
3. Benefits will maintain a spreadsheet of donors and recipients.
4. Benefits will notify Payroll of approved donations.