

SMYRNA SCHOOL DISTRICT

District Policy

Article: 4000 Personnel

Title: Donated Leave

Policy #: 4150

The Superintendent or their designee will establish a committee consisting of a cross section of employees to administer the program. The committee will review applications for requests for the use of donated leave to assure that all appropriate forms have been received, procedures have been followed, and that the criteria to receive donated leave has been met. To insure consistency the Superintendent or their designee will provide the final approval.

No employees shall be excluded because of exclusion or inclusion in a bargaining unit.

Employees requesting donated leave must explore and understand LTD as an option before making the request. If LTD is an available option, the period of disability as defined herein shall be limited to the waiting or elimination period as defined in the LTD policy.

One or more employees may transfer accrued sick leave days to one or more other employees in the Smyrna School District who have requested and qualify for donated leave.

The donation must be in whole day increments. For every two days donated, one is made available.

The donated leave must be converted into cash value at the donor's rate of pay and be used at the recipient's rate of pay. Once any portion of a donated day is used the full day is exhausted. The cash value will reflect the state share only.

Donated leave is only available for catastrophic illness as defined as any illness or injury, which is diagnosed by a physician and certified by the physician as rendering the employee unable to work for a period greater than five consecutive calendar weeks. Separate periods of disability lasting seven or more consecutive workdays resulting from the same or a related medical condition and occurring within any consecutive twelve month period shall be considered the same period of disability.

The recipient must be an employee of the Smyrna School district for at least six months.

The recipient must have used all sick days and personal days and ½ of vacation leave, if they receive vacation leave.

Medical justification for the recipient's leave must be renewed every thirty days.

No person shall sell any accrued leave.

An individual cannot make a donation within six months of a planned retirement.

Those requesting the use of donated leave will receive timely notice as to whether or not the donated leave request has been approved and will be notified as to the number of days that have been donated for their benefit; or, if denied, that the application may be resubmitted after thirty days.

All requests for donated leave will be on the required forms. They are:

- 9) Request for Donated Leave (RDL)
- 10) Request to Make a Direct Donation (RDD)
- 11) Authorization to Release Information for Solicitation (ASP)
- 12) Check list of steps for processing the donated leave program

The Authorization to Release Information for Solicitation (ASP) form must be completed before the committee can respond in any way to a request.

Approved by the Board of Education, May 11, 2005