

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY

4335

DONATED SICK LEAVE

One or more employees of a public school district may transfer accrued, unused sick leave days to one or more other employees of the same public school district. Donations must be in increments of whole days made available to recipients for a catastrophic illness of a recipient or of a member of a recipient's family. Any donated sick leave shall be required to comply with the following requirements:

1. For every two days donated, one will be made available to the recipient.
2. Catastrophic Illness: illness or injury as diagnosed by a physician rendering an employee or a member of an employee's family unable to work for a period greater than 5 calendar weeks. In the case of a family member who does not work, the medical equivalent of "unable to work." Separate work periods of 7 consecutive work days may accrue to the 5 calendar week period. Family member is defined as an employee's spouse, son, daughter or parent who resides with the employee and who requires the personal attention of the employee during the family member's catastrophic illness.
3. The district will convert one-half of the donor's contributed days to a cash value which will subsequently be reconverted to hours of leave based upon the recipient's rate of pay.
4. Must be employed 6 consecutive months to become eligible.
5. Recipient must have used all sick and personal days and half of their annual leave to become eligible. However, when donated leave is for the catastrophic illness of a family member, the employee must have used all sick days, personal days, and annual leave.
6. Medical justification must be renewed every 30 days.
7. No individual can make a donation 6 months preceding retirement or resignation.
8. Recipient is entitled to the state share of salary only.

9. Cap on donated leave is over service span: 188 for 10 month individuals, 207 for 11 month individuals and 222 for 12 month employees.
10. Donated leave relates to funding, while family leave is a category of leave, so there is an established relationship between the two.
11. The Personnel Office will notify Milford School District staff via e-mail when an employee has requested Donated Leave and the number of days needed. The requesting employee's identity will remain anonymous unless the employee provides written authorization to disclose their name. Requesting employees may not solicit leave days via e-mail or public notice.

ADDITIONAL CRITERIA:

1. Cases relating to Worker's Compensation do not qualify.
2. Cases relating to Pension Disability do not qualify.

This policy complies with the parameters as set aside by Delaware Code Title 14 §1318A.

ADOPTED: 10/26/98; 7/1/00; 6/23/03