

Shared Sick Leave Procedures

*(From the Employee Handbook) Employees receiving donated leave under the shared sick leave provision of the contracts must adhere to the policies in place. It is the receiving employee's responsibility to ensure that all completed **original** shared sick leave forms and appropriate documentation physically is in the payroll department by the due date specified on the board adopted payroll calendars. Incomplete forms will not be accepted under any circumstances. Failure to properly provide the necessary notarized forms will result in the removal of the employee from the payroll thereby disallowing any future donated shared sick leave.*

Employees wishing to donate leave to a colleague should follow these procedures:

- Print out a **Request to Share Sick Leave** form from the Payroll Department Website. The employee should determine eligibility **before** submitting the form. Eligibility requirements are included on the form.
- The authorizing employee should determine the number of hours he/she want to donate to the individual with a qualifying illness and complete the form.
- The signature of the authorizing employee must be notarized.
- The form must be signed by the recipient of the shared sick leave.

In order to be processed by the Payroll Department, the following procedures should be followed:

- The original **Request to Share Sick Leave** forms must be in the payroll department by the specified due date on the board adopted payroll calendars.
- The responsibility to ensure that all requirement forms are in the payroll department by the specified due date rests with the receiving employee.
- As per the bargaining contracts, shared sick leave will not be processed retroactively.
- As specified in Business Affairs board policy, Section 5.04 B (5) ,when the employee elects to use accrued leave (this includes shared sick leave), the hours must be used consecutively during the period of absence, commencing with the first day of requested leave. When leave is exhausted, no further compensation shall be made to the employee until his/her return to work which means that the employee is removed from the payroll during the interim.

Note: When desiring to donate leave to an employee, it is important to remember that dates and document requirements must be adhered to. This prevents interruption to the recipient. The payroll department is here to help guide you through the process, but communication is the key!