



Exempt Employee Sick Leave Donation Guidelines

The Exempt Sick Leave Donation program enables any Exempt employee to donate a portion of his/her sick leave balance to another Exempt employee. The recipient employee must be in the waiting period for Long Term Disability (LTD) benefits and have insufficient paid time off to cover the waiting period. Key features of the program are:

1. The recipient employee must have an illness or injury that qualifies him/her for LTD and must be in the LTD waiting period.
2. The recipient employee must have exhausted all paid time off, including sick, personal business, vacation and compensatory time, to be eligible for a sick leave donation.
3. The recipient employee must be in a paid or unpaid leave status due to an LTD qualifying illness or injury for at least 10 working days to be eligible for a donation of time. Donated time cannot be used toward this 10 working day waiting period.
4. The recipient employee must submit a sick leave donation request in writing to the Office of Human Resources as soon as he/she learns of his/her illness or injury. The Office of Human Resources will send the request to the employee's supervisor for input. If the supervisor recommends allowing the employee to receive donated sick time, the Office of Human Resources will move forward in making the request. If the employee's supervisor recommends not allowing a donation of sick time, the request, along with the supervisor's recommendation and rationale, will be sent to the Executive Cabinet for a ruling. The Executive Cabinet's decision is final.
5. The Human Resources Office will send an e-mail to all Exempt employees indicating that an employee has qualified for a sick leave donation. The amount of time needed will be identified and a deadline for contributions will be established.
6. Donation of time is voluntary.
7. An employee who wishes to donate time to the requesting employee must do so in writing within the timeframe specified by the Office of Human Resources. An employee cannot reduce his/her own sick balance below 416 hours (52 days) when making a donation in order to have an adequate balance to cover his/her own LTD waiting period should the need arise.

8. The total amount of sick leave transferred cannot exceed the requesting employee's waiting period for LTD and he/she may not use any paid time off to supplement LTD benefits. Any time exceeding the waiting period (minus 10 days as specified in #3) will be returned to the donating employees on a prorated basis, which is determined by their share of the total hours donated.
9. The number of hours needed by the requesting employee will be posted to the employee's sick and emergency bank after the employee has fulfilled the elimination period for LTD or the employee has returned to work.