



## Policy HR12.5 Donated Sick Leave

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

NOLS employees are a caring community. When an employee exhausts his/her paid sick leave due to a chronic illness or condition or an accident or health crisis on the part of the employee or a member of the employee's immediate family, those employees who have a large balance of accrued sick leave may donate some of their leave to the employee in need.

The employee whose paid time-off hours are depleted or about to become depleted may submit a written request to the Library Director or designee, asking NOLS to solicit sick leave donations on the employee's behalf.

An employee may donate a portion of his/her accrued sick leave (in hours) to the recipient employee by submitting a written note to the Library Director or designee, specifying the name of the recipient employee, the donor's sick leave accrual balance, and the amount of hours to be donated.

### **I. Policy provisions**

The Library Director or designee may approve or deny a request for donated sick leave based on his/her consideration of the following facts:

- a. The nature of the extended illness or injury causing a prolonged absence from work and consequent substantial loss of income by the recipient who has depleted earned benefit hours;
- b. Any history of excessive use and abuse of sick leave by the recipient such that permitting donations would compromise the Employer's short-term disability program (sick leave) by prolonging paid leave when the circumstances warrant retirement or long-term disability status rather than short-term disability as a bridge to recovery and the anticipated end date of the medical emergency;
- c. Verification of an employee's medical emergency by the treating physician may be required.

The Director or designee shall have the authority to approve donated sick leave by a prospective donor based on the following criteria:

- a. The prospective donor's history of sick leave use;
- b. The current amount of that individual's accrued leave;
- c. The amount of leave estimated to be needed by the prospective recipient.

The Library Director or designee may suspend or end the donation program when it appears the recipient has enough leave to carry them through the current need or event.

All donations are transferred on an hour-for-hour basis, and shall not be subject to any salary conversions. Donated sick leave added to the recipient's leave bank shall be paid at the recipient's current rate of pay. Donors must be left with a minimum of twelve (12) days of sick leave after their donation is made. Donors lose any right to the leave they donated. If the recipient employee does not exhaust all of the donated leave, donors lose all rights to regain the leave they donated.

Recipients who do not use all of the donated sick leave for the current illness or condition will keep all donated leave, and this leave will be available to them as needed in the future. However, employees who have received donated sick leave hours will not receive payment for any hours donated that remain unused at the time of resignation or retirement.

The Library Director will notify all donors of the decision to either accept or decline their donations, and Administrative Operations staff will complete the proper paperwork for each donation.

The Employer reserves the right to permit only enough sick leave donations to cover the recipient's current needs. Additional donated sick leave may be approved by the Library Director or designee subject to the factors listed above, and the Director or designee may determine the quantity of donated leave, if any, to be restored to donors based on a change in circumstances or reduced need on the part of the recipient.

## **2. Administration**

The Library Director or designee is responsible for administering this policy.