

Sick Leave Pool

Purpose

A sick leave pool may be established from voluntary donations by individual District employees who wish to assist a fellow employee suffering from a catastrophic illness or injury, including pregnancy-related illness or injury, or who is absent due to the catastrophic illness or injury of a member of the employee's immediate family. [For the definitions of catastrophic illness or injury and immediate family, see DEC(LOCAL)].

Establishment

A sick leave pool will be established by the Superintendent or designee upon receipt of a written request by or on behalf of an eligible employee. Such a request may be submitted by the employee, a member of the employee's family, or the employee's supervisor. The Superintendent or designee will then initiate the sick leave pool for the employee and will notify District staff.

Eligibility

An employee must have exhausted all available paid leave in order to be eligible to request that a sick leave pool be established. This eligibility requirement will also apply to a request made on an employee's behalf by a family member or by the employee's supervisor. An employee may receive a maximum of 30 workdays from a pool during a school year.

Donations

A sick leave pool will be composed of voluntary donations for a specific individual, and donated days will be designated to a specific pool. No employee will be allowed to contribute more than one state personal leave workday and one local leave workday in a school year.

Confidentiality

All donations to sick leave pools will be voluntary and will be confidential, to the extent permitted by law. An employee who violates this standard will be considered in violation of District policy and the standards of ethics outlined at DH(EXHIBIT). The employee will be subject to disciplinary action in accordance with DH(LOCAL).

Dissolution

A sick leave pool will cease to exist when the employee no longer needs leave for the purpose requested, when the sick leave pool donations have been exhausted, or when the employee uses the maximum number of days permitted in a school year. Unused donated leave days will be returned to the donors and will be divided proportionately among the donors in increments of no less than one-half day. No general pool will remain in existence.