

SICK LEAVE POOL

(To be added to employee handbook and website)

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate only state personal leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.

The sick leave pool shall be composed of voluntary contributions for a specific individual, and donated days shall be designated to a specific pool. No staff member shall be allowed to contribute more than five workdays of leave to sick leave pools in a school year.

All contributions to sick leave pools shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of district policy and the standards of ethics outlined at DH(EXHIBIT) and shall be subject to disciplinary action in accordance with DH(LOCAL).

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool. No general pool shall remain in existence. When the employee for whom the pool was created no longer needs days, the District shall return any unused donated days to the donors.

All decisions regarding the establishment of implementation of the District's sick leave pool may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or designee.