

**APPENDIX F****Sick Leave Donation Program**

The purpose of the Sick Leave Donation Program is to provide assistance to bargaining unit members suffering from a catastrophic physical illness or injury. The Sick Leave Donation Program provides employees with an opportunity to be restored to health so they can return to work. This program shall be available to all members of bargaining unit.

**Definitions**

As used herein the following definitions are agreed to in reference to the Sick Leave Donation Program.

Work Day: A work day, for the purposes of this Article, is a day when designated parties to the approval process are at work for all or part of the day.

Donation Day: A donation day is defined as eight (8) hours for all employees.

Pay: Pay is defined as the employee's regular daily rate excluding compensation for additional hourly assignments.

Sick Leave: Sick leave available for donation is defined as the employee's accrued monthly sick leave pursuant to Article VII of the Agreement. Accrued hourly sick leave is excluded from any donations to the program.

Extended Sick Leave: These are additional days of sick leave which have been donated by other District employees, both bargaining unit members and employees who are not members of the bargaining unit, from their own accrued monthly sick leave balances. These days of additional leave may be used to extend the recipient's sick leave and this leave may be taken on either consecutive or non-consecutive dates. The extended absence of the recipient must be due to the same illness or injury, conforming to the requirements for use of statutory sick leave. Illness or injury which qualifies as Workers' Compensation Leave is excluded from this program.

Catastrophic Illness or Injury: Catastrophic illness or injury is defined as an illness or injury that has been concisely identified as such by the treating physician; the medical prognosis is the employee will be incapacitated for an extended period of time; and the employee's absence exceeds the individual's accrued paid leave.

**Eligibility Requirements for Leave Recipients:**

1. A bargaining unit member is eligible for extended sick leave if
  - a. he/she has exhausted all of his/her accrued paid leave, which includes but is not limited to sick leave;

- 1           b.     he/she is suffering from a catastrophic illness or injury that is expected to  
2           incapacitate him/her for an extended period of time;  
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- 4           c.     the incapacity suffered by the employee requires him/her to take time off from  
5           work beyond the number of days covered by the employee's accrued paid  
6           leave, and a financial hardship would result for the bargaining unit member.  
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- 8           2.     The maximum number of days which a recipient may receive for the same illness  
9           shall be no more than the total number of duty days in the employee's work year.  
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- 11          3.     Sick leave accrued by the recipient during the time he/she is on extended sick leave  
12          shall be credited against the employee's days of absence. These days are in addition  
13          to the maximum number of days of extended sick leave which the recipient is entitled  
14          to receive.  
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- 16          4.     Unit members receiving remuneration under worker's compensation provisions shall  
17          not be eligible to draw extended sick leave.  
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- 19          5.     Employees who may be eligible for disability payments under the State Teachers  
20          Retirement System (STRS) or the Public Employees Retirement System (PERS) shall  
21          apply for benefits at the earliest opportunity. Upon approval for receipt of STRS or  
22          PERS disability payments, the unit member's eligibility to continue to draw extended  
23          sick leave shall cease.  
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#### **Guidelines for Donor Participants:**

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- 27          1.     Any member of the bargaining unit who has available monthly sick leave balances  
28          may donate to an employee who is in need of extended sick leave. The required  
29          minimum donation shall be one day (eight hours).  
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- 31          2.     If an employee wishes to contribute more than one day, he/she may donate up to a  
32          total of five (5) days per year to a specific employee who has been authorized for  
33          extended sick leave. Employees donating more than one (1) day must have a balance  
34          of twenty (20) days of accrued monthly sick leave at the time of donation.  
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- 36          4.     Donating employees must acknowledge in writing the donation is voluntary,  
37          irrevocable, and confidential and this written acknowledgement must be submitted to  
38          the Director of Payroll. Leave donated within the provisions of this program shall be  
39          deducted from the employee's accrued monthly sick leave days only.  
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#### **Application and Approval Process for Extended Sick Leave:**

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- 43          1.     In the event a bargaining unit employee suffers a catastrophic illness or injury, he/she  
44          shall notify his/her immediate supervisor or the payroll clerk at his/her work site as to  
45          the reason for his/her absence and identify said reason as a catastrophic illness or  
46          injury. A catastrophic illness or injury is defined as an imminent or potentially life-

1 threatening illness or injury. A *Request to Participate in Sick Leave Donation*  
2 *Program*, shall be submitted by the affected employee to his/her principal/site  
3 administrator or his/her designee before paid sick leave is exhausted. Medical  
4 verification of the catastrophic illness or injury shall be provided by the requesting  
5 employee at the time the *Request to Participate in Sick Leave Donation Program* form  
6 is submitted.

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8 In the event the unit member is personally unable to request this extension of sick  
9 leave, the unit member's designee may make the request on behalf of the applicant.

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- 11 2. The principal/site administrator, or his/her designee, shall, within three (3) working  
12 days of receipt of the *Request to Participate in Sick Leave Donation Program* form  
13 and medical verification, review and fax and/or electronic mail both, to Physician  
14 Services in the Human Resources Department for review and final approval/denial of  
15 the employees request who shall be responsible for the final decision. Final approval  
16 or denial will be made and faxed to the principal/site administrator or his/her designee  
17 within three (3) working days following receipt in the office of Physician Services in  
18 the Human Resource Services Department.
  - 19
  - 20 3. The principal/site administrator or his/her designee shall, within three (3) working  
21 days following notification of final approval, circulate by means of fax and/or  
22 electronic mail the *Donation of Sick Leave Hours* form to all schools and offices with  
23 a request to employees to donate sick leave days to the employee in need. The name  
24 of the employee shall be included in that request.
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  - 26 4. In the event the principal/site administrator or his/her designee receives notification  
27 the *Request to Participate in Sick Leave Donation Program* form has been denied by  
28 the Human Resources Department, the principal/site administrator or his/her designee  
29 shall within three (3) working days notify the requesting employee or his/her designee  
30 of this decision. The employee may revise the request to add pertinent medical  
31 information and resubmit application.
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  - 33 5. Upon being informed of a need for a sick leave donation and having decided to make  
34 a donation, donor employees shall submit the *Donation of Sick Leave Hours* form  
35 directly to the Director of Payroll.
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  - 37 6. Upon receipt of the *Donation of Sick Leave Hours* forms from the donor employee,  
38 the Director of Payroll shall be responsible for processing these forms. This task shall  
39 include:
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    - 41 a. Verifying that prospective donors have sufficient sick leave balances to allow  
42 for the donation indicated by the employee.
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    - 44 b. Crediting the receiving employee with donated sick leave. Donated sick  
45 leave will be provided in increments of no more than forty (40) total work  
46 days at any one time.

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2 c. Maintaining a record of the names of donors, the number of days each  
3 employee has donated, and the dates the *Donation of Sick Leave Hours* have  
4 been received.  
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6 d. Monitoring receiving employees' extended sick leave balance to ensure that  
7 donated leave transferred does not exceed the total number of days in the  
8 receiving employees' regular work year.  
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10 e. Notifying payroll clerks and employees at those work sites/schools to which  
11 donors are assigned that donations have occurred and that donor employee  
12 sick leave balances need to be adjusted accordingly on records at the work  
13 site/school.  
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15 f. Notifying the payroll clerk at the work site/school to which the receiving  
16 employee is assigned that the employee has received an initial extended sick  
17 leave increment of up to forty (40) days. In the event that additional  
18 increments are provided, a similar notification shall be communicated to the  
19 payroll clerk.  
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21 7. Donated sick leave days will be distributed to the recipient by the Payroll Department  
22 in increments of 40 days (320 hours) assuming that the number of days donated total  
23 forty (40) or more. If less, the final increment shall reflect the balance of those days  
24 donated.  
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26 8. If the requesting recipient exhausts all paid sick leave before final approval is secured  
27 and is placed on statutory leave before the sick leave donation is approved, statutory  
28 leave charged to the employee shall be restored upon determination of approval and  
29 days previously charged to statutory leave shall be charged to the sick leave donation  
30 program.  
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32 9. If the total number of days which are donated to a specific employee is not used by  
33 that employee, the balance of unused days shall be transferred to a designated sick  
34 leave depository. Depository records will be maintained by the Director of Payroll,  
35 and these records shall be available for review by TALB upon request. Days carried  
36 over will be available to recipients whose requests are approved at a later date.  
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38 10. Receipt of extended sick leave benefits under this program shall delay the beginning  
39 of the period of eligibility for statutory leave. The employee will become eligible for  
40 statutory leave after all extended sick leave has been exhausted.  
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42 11. The maximum number of days which may be designated for an employee's use at one  
43 time shall be forty (40). If the recipient needs additional days or if the number of days  
44 initially donated is less than forty (40), the principal/site administrator shall renew the  
45 appeal for additional days immediately prior to the depletion of the original donation.  
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1 **Grievance Proceedings**

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- 3 1. This provision shall supersede any obligation of the District under Education Code
- 4 Section 44043.5.
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- 6 2. If any part of this provision is held to be unlawful, the entire provision shall be null
- 7 and void. TALB and the District shall meet as soon as possible to review and revise
- 8 the provisions.
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- 10 3. The provisions of this Section and the final decisions regarding approval or
- 11 disapproval shall be subject to the Grievance Procedure under Article XV of the
- 12 Agreement.
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14 **Evaluation of the Program**

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16 This program will be reviewed and re-evaluated by the Office of Employee Relations and Ethics and

17 the Teachers Association of Long Beach (TALB

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