

Professional Personnel

Administrative Procedure – Sick Leave Reserve

In the event that an employee contracts a terminal illness in which death is eminent and in the event the said employee has insufficient sick days to complete the current school year, it will be the policy of the Board of Education to allow other employees to donate sick leave in an amount sufficient for completion of the current school year or terminated by the death of the employee. Employees eligible to donate sick days are those who have accumulated sick days in excess of 100 days. If the ill employee commences to draw benefits under the state retirement or disability system, he/she will cease to draw benefits from this reserve. Any remaining days will remain in the reserve for future use.

To approve transfer of days, the Board of Education must receive a letter from a licensed medical examiner indicating the employee is suffering from a terminal illness and that the illness will cause eminent death.

Employees donating sick leave will utilize the form provided by the Superintendent’s office. Individual records of donations will remain confidential and become part of the employee's personnel record. Employees who have received 30 sick leave days upon return to work according to Article 36, Section 36.2 of the working agreement will not be eligible to donate days.

Adopted: 5/12/98
Reviewed: 1/11/2000, 9/10/02

NAME_ S.S.# _____

CURRENT NUMBER OF SICK DAYS _____

NUMBER WISHING TO DONATE _____

CONDITIONS FOR DONATION Non-returnable donation of sick leave to Sick Leave Reserve Bank for terminally ill employee (FY 04-05)

Signature

Date

Adopted: 5/12/98
Reviewed: 1/11/2000, 9/10/02, 12/11/07