

## **Sick Leave Donation Policy**

### **Purpose of Donations**

The purpose of the sick leave donation shall be to extend to employees additional sick leave days should a catastrophic illness or injury exhaust the employee's accumulated sick leave, personal leave, illness/accident in the family leave and vacation (hereinafter referred to as "paid leaves").

### **When Application for Benefits Can be Made**

Upon depleting all paid leaves and after obtaining and providing a doctor's statement certifying a life-threatening or debilitating illness or injury to the District Office preventing the member from performing the duties of his/her job. The affected employee will make the request through their respective union president. Upon receipt of said request the union president will forward the request to the District Office for final approval.

Application by an employee can also be made if an immediate family member should meet a catastrophic illness or injury threshold. The application process is the same as stated in the aforementioned paragraph. Immediate family for purposes of this process is defined as spouse/domestic partner, parents and children.

Donations shall not exceed the FMLA/OFLA guidelines.

### **Record Keeping**

The District will keep accurate records of leave donated by employees and the amount donated to the affected employee.

Any donated leave to an employee that is not used will be assigned to a District sick leave bank (unused donated leave will not stay with the employee). Leave that is requested and granted will first come from the unused leave in the bank (if available) before donations are requested from employees.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)