

DONATION OF SICK LEAVE

Eligible full-time faculty, monthly classified and management employees are allowed to donate sick leave to individual full-time and part-time faculty, monthly classified and management employees who have suffered catastrophic illness or injury. Part-time faculty may donate accumulated sick leave to other part-time faculty but may not donate sick leave to full-time employees.

A catastrophic illness or injury is one that is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time.

1. Solicitations of donations may be made by the employee or his/her representative. District Human Resources cannot solicit donations or divulge information to others outside the employee and his/her representative regarding the affected employee's illness/injury or current sick leave balance.
2. The employee requesting donation shall submit to the District Human Resources Office a physician's statement certifying an incapacitating illness or injury.
3. Employees will be notified in writing by District Human Resources if a determination is made that the employee is not eligible for the donation of sick leave.
4. Sick leave donations may be used only when the employee has exhausted all accumulated sick leave.
5. The maximum amount of time for which donated sick leave may be used may not exceed a period of twelve consecutive months.
6. The employee may not receive more than 175 days of donated sick leave over a two-year period. If an employee does not use all donated sick leave, the sick leave shall be returned to the employees whose pledged donations have not been used. Pledged donations are used in the order received.
7. Donating employees shall retain at least a thirty (30) day balance of sick leave after their donation and may donate no more than twenty-five (25) days of sick leave per year.
8. Donations shall be authorized by signing a pledge form available from the District and College Human Resources Offices.

Education Code 87045
United Faculty Agreement, Article 12
Public Employees, Local 1, Article 9