



## Sick Day Donation Request

The undersigned agree to donate the specified number of their accumulated sick days to the recipient below. The signatories understand and agree that the donation of sick days is **IRREVOCABLE** and may affect severance pay. Any donated days which are not used by the recipient will remain credited to the recipient's accumulated sick day total and will **not** be returned to the donor. Donated days will not count toward the recipient's severance pay at retirement. Donors may give no more than 5 days per year. Recipients are limited to a total of 50 donated days per year, unless approved by the CEO/designee. Please type or legibly print all information.

Recipient: \_\_\_\_\_ Phone \_\_\_\_\_ Employee ID \_\_\_\_\_ School/Office \_\_\_\_\_

Donor Name (Please Print)	Employee ID	Job Classification	Work Site	Date	NO. of Days Donated	Signature

Contact Person: \_\_\_\_\_ School/Office \_\_\_\_\_ Phone: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Name of Recipient's Principal or Supervisor

Date

Talent Department \_\_\_\_\_

Signature

Date forwarded to Payroll \_\_\_\_\_

## CLEVELAND METROPOLITAN SCHOOL DISTRICT

### Guidelines for Donating Sick Leave

Employees of the Cleveland Metropolitan School District are granted a specified number of sick leave days each year, and unused days accumulate without limit. The District and Unions are cooperating with employees who wish to "donate" days from their accumulated totals to other employees who are in need of sick leave for a serious illness or injury, but who have exhausted their own supplies. The District and Unions Joint Health Care Committee will continue to assess this program as it progresses.

Donated sick days used by a recipient represent an additional cost to the District. Each day used costs the District 100% of the user's daily rate, funds which would not have been expended if the sick day had remained in the donor's accumulated total. For this reason, and for the protection of both the donor and recipient, the District will regulate these transactions, in cooperation with the Joint Health Care Committee. The following guidelines will govern the practice of donating sick days.

1. Sick leave may be donated only for a serious illness or serious injury of the employee or the employee's immediate family.
2. The request to donate sick days will be made only on the official District form attached to these guidelines and must be reviewed by the employee's Supervisor. Any employee may donate to any other employee.
3. For all occurrences of five (5) consecutive work days or more, recipients of donated sick days must file with the Human Resources Department an application for medical leave, or a letter from their physician describing their condition and prognosis, or a copy of their application for disability leave. This information shall be segregated from the employee's general personnel file and will not be subject to disclosure pursuant to a public records request.
4. Completed requests to donate sick days will be submitted by the Supervisor to the Human Resources Department, which will check for medical leave or disability applications before forwarding them to the Payroll Division for processing.
5. An employee may receive an annual total of no more than 50 donated sick days.
6. The total of an employee's sick day donations to all recipients may not exceed 5 days per year with the following additional limitation: Only employees with an accumulated sick leave balance of 15 or more days may donate more than one day per year, and must, after the donated days are subtracted, maintain a balance of at least fifteen (15) sick days.
7. The donation of sick days is irrevocable. Any donated days which are not used by the recipient will remain credited to the recipient's accumulated sick day total and will not be returned to the donor by the District.
8. Unused donated sick days will not count toward the severance pay of the recipient. The total of all donated sick days, whether used or not, will be subtracted from the recipient's sick leave balance at retirement.
9. Donations to either classified or certificated recipients are permitted, regardless of the classification of donor.
10. The donation of sick leave days by one employee to another is a charitable act to be undertaken at the sole discretion of the donor. No employee has a right to expect to receive donated days and no undue pressure on employees to donate sick days to another employee will be allowed. Solicitation of sick days must be undertaken by a third party, not by the intended recipient.
11. The sick day donation process is a discretionary service; any employee's refusal to donate will not be subject to formal grievances.