

## **Policy on Sick Leave Donation Bank for Employees**

### **Statement of Policy**

The College has a leave donation program that is meant to provide assistance to employees who are suffering from a documented illness or injury that has resulted in a need for additional time off in excess of their available sick leave or other paid time off. The program allows eligible employees to voluntarily donate time from their available sick leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is required for by the company's stated policy and its legal operations. Final approval of receipt of any sick leave donation and of the ability to donate accrued leave rests with Human Resources.

An employee can donate accumulated sick leave hours up to a maximum of 5 days (37.5 hours) to the bank a semester. Donations will be reflected as a day for day (or hour for hour) deduction from the balance of the donating employee and a day for day (or hour for hour) credit to the recipient employee, regardless of the respective job classification or rates of pay of the two employees. All donations are irrevocable.

For purposes of eligibility for donation and receipt of granted time, the employee must be otherwise eligible to accrue and receive vacation and sick leave. Temporary, non-benefit eligible employees are not eligible to participate in this plan.

### **Eligibility to Donate**

In order for you to donate sick leave to another employee, you must:

- Be employed by the Company for one year
- Maintain a minimum of 20 hours in your current leave balance after donation
- Not be currently on an approved leave of absence

A signed statement indicating the number of earned sick leave hours the employee wishes to donate to the bank is to be submitted to the Human Resources Department with the supervisor's authorization. Donation forms are available from the Human Resources Department or on the staff forms section of the CCA website.



Employees may not solicit sick leave donations. Donations under this program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Employees may not make “designated/directed” donations; all donations become part of the bank, to be distributed per the procedures outlined below.

### **Guidelines for Receipt of Leave Donation**

In order to receive a donation from the bank, the applicant must have exhausted all of his or her own vacation, sick leave and other paid time off, and be unable to work a regular schedule due to a physician’s documented illness or injury. The applicant must submit a signed request, on forms available from HR or the CCA website, for a specified number of hours. Human Resources will evaluate the eligibility of the applicant for donated time off based on company leave criteria. These include time away from work due to an employee’s own documented illness or injury, or to care for a spouse, domestic partner, child or parent with a documented illness or injury.

Based on the request, donated time off will be provided to the applicant on a week to week basis to a maximum of 2 weeks or as such time as the applicant’s physician allows return to work.

In the case that an employee is incapacitated and unable to personally make an application to the bank, the employee’s supervisor (or co-worker, through the supervisor) may make such an application on his/her behalf.

In the event that multiple requests for donations are received, the VP of Human Resources will consider them in the order they are received. Grants may be limited due to the number of applicants to the bank and the amount available in the bank. Additionally, the VP of Human Resources reserves the right to decline applications if, in her judgment, an individual is abusing the policy and thus depriving others of the benefit. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

Out of consideration for the college, it is expected that employees will first pursue other legally available sources of income replacement such as State Disability Insurance (SDI). For those employees receiving state benefits, CCA will allow donated time to be used on a “coordination of benefits” basis.

Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no “cash” value to the recipient of the donated sick time.

Please note that donated sick leave may be considered taxable income to the recipient employee per IRS rulings.

The college reserves the right to revise or revoke this policy at any time.