

### **December 2019 Tip of the Month Catastrophic Leave Donation**

Our December 2019 Tip of the month has to do with donating leave to fellow colleagues. Unfortunately, a member cannot donate to a fellow colleague just because they run out of sick leave. It has to be because something catastrophic has happened and it will be for an extended amount of time (more than 5 consecutive days absent). For instance, emergency surgery, longer than normal maternity leave, diagnosis of long-term illness, etc. If you believe you fall under one of these categories, you have to follow the attached Board Policy 4261.9.

- 1) Write a letter and include verifying documentation including a doctor's note that is signed by the employee and indicated the incapacitating nature and probable duration of the illness/injury to the personnel office.
- 2) If it is determined you qualify you can ask colleagues to donate accrued vacation/sick leave time. You may not ask beforehand and you may not send a blanket email to all certificated staff because it violates the Technology Use board policy.
- 3) A single employee can only donate 5% of their current sick time. For example, if I have 100 hours of leave time, I can only donate 5% of that, which would 5 hours.
- 4) The requesting employee can not pressure others to donate.

I have attached the board policy and donation form to this email. Please follow the policy as it affects all of us when not followed.