

MEDICAL LEAVE ASSISTANCE PROGRAM

Purpose:

To allow employees to assist fellow employees by donating Sick Leave hours in the event of a serious medical situation.

Scope:

This policy applies to all full-time employees within the guidelines below.

Policy:

It is the intent of the district to allow employees to donate accrued Sick Leave to other employees for a serious medical situation involving the employee or their immediate family, where an employee has depleted all of his/her accrued Sick and Vacation Leave. Immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, step-parent, brother, sister, child, step-child, grandparent, grandchild, or dependent adult or child for whom the employee is the legal guardian.

Guidelines:

- A. An employee experiencing a serious medical situation, who has depleted all leave accruals, may request the use of the Medical Leave Assistance Program via a written request to the Chief and/or Assistant Chief.
- B. The employee is permitted to receive donated Sick Leave hours if the request is granted.
- C. A donor is limited to donations of eight-hour blocks, up to 48-hours.
- D. An employee wishing to donate Sick Leave hours for this purpose must submit the donation in writing to the Chief and/or Assistant Chief.
- E. Because sick hours, not wages, will be donated, the employee will receive the donated hours at his/her own regular hourly rate.
- F. Once an employee returns to work, he/she is not eligible to receive any additional Sick Leave donations for the particular situation.
- G. The Chief and/or Assistant Chief will randomly select the donated Sick Leave hours. Only those hours needed for a pay period will be selected. Upon the employee's return to work, all excess leave donation requests will be returned to the donors.
- H. This policy shall not apply to those individuals deemed medically capable of performing a light duty assignment. The district may request verification of such ability through a physician of the district's own choosing.

- I. Donated hours will remain confidential, and employees shall not solicit hours from other employees.