

GARIB – SICK LEAVE SHARING

GARIB

Employees may share unused sick leave with another qualified employee. This policy does not apply to those on administrator's contracts.

APPROVED: June 14, 2004

REVIEWED AND APPROVED: February 13, 2012

GARIB-R – SICK LEAVE SHARING

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This sick leave sharing policy has been adopted to allow a certified or classified employee of USD 273 to obtain additional sick leave days after depleting their annual sick and/or vacation leave reserve.

Guidelines

A qualified employee is defined as a permanent full-time employee to receive sick leave donations from other qualified employees if:

1. The employee suffers from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause the employee to go on leave without pay status; or serious illness or death in the employee's immediate family, which shall include spouse, child, mother, father, grandfather, grandmother, father-in-law, mother-in-law, sister, brother, brother-in-law, sister-in-law, nephew, niece, grandchildren, spouse's grandparents, aunt, uncle, or other relative whose established residence is in the home of the employee.
2. The employee's use of shared sick leave must be justified as indicated by a signed statement from an attending physician;
3. The employee has depleted his/her annual sick and vacation leave reserves;
4. The employee has abided by all personnel rules regarding sick leave use.
5. Extenuating circumstances surrounding a pregnancy.

The application for extra sick leave days will be reviewed by a committee including: the applicant's supervising administrator; and a classified, certified and out-of-district member serving on Employee Council. This committee will be determined at the August organizational meeting of Employee Council. The employee must complete a request for each day or series of consecutive days per approval. One approval does not automatically apply to future requests.

On the approval of an application for extra sick leave, any employee of USD 273 can donate a day of their sick leave to the approved applicant by completing the "Transfer of Sick Leave" form. The sharing of sick leave days will be used in the order in which the applications are received. Total number of days an employee can donate will be limited to two days per contract year.

The Clerk of Board shall utilize donated sick leave in the order of receipt. Such leave shall be donated in full day increments. This will be effective with the 2004-2005 school year.

APPROVED: June 14, 2004

AMENDED: November 14, 2005

AMENDED: October 9, 2006

REVIEWED AND APPROVED: February 13, 2012

APPLICATION FOR ADDITIONAL SICK LEAVE – (Goldenrod)

Date _____

Employee’s Name _____

Dates for Requesting Additional Sick Leave _____

I hereby apply for additional sick leave sharing due to the depletion of my sick and vacation leave reserves.

The reason I am requesting additional sick leave sharing is because:

(Explain) _____

I have attached a signed statement from an attending physician explaining why I need to be absent.

Signature

Sick leave committee use only.

Committee signatures

Date

Approved _____
Not Approved _____

TRANSFER OF SICK LEAVE – (Blue)

Date _____

Employee's Name _____

I hereby give my permission to transfer one of my sick leave days to

_____ to use due to the
(employee's name needing additional sick leave)

depletion of his/her sick and/or vacation leave.

Signature

Date

_____ Please check if you wish for your transfer of sick leave to remain
anonymous.

Sick leave committee use only.

_____ Transfer approved.

_____ Transfer not approved.