



HUMAN RESOURCES DEPARTMENT SICK LEAVE DONATION PROCEDURES

PURPOSE: The Richmond County Board of Education offers two options for eligible employees to support colleagues facing hardship due to catastrophic illness or injury. These options allow employees to donate sick leave when a fellow employee has exhausted all available sick, personal, and vacation leave.

- **Direct Donation Option:** Employees may donate sick leave directly to another employee.
 - Maximum donation: 45 days (lifetime)
 - Maximum receipt: 60 days (lifetime)
- **Spouse Donation Option:** Employees may donate up to 10 days of sick leave to a spouse for:
 - Childbirth leave
 - Personal or family illness
 - Death of a family member

ELIGIBILITY TO PARTICIPATE: Employees must meet the following criteria:

- Be eligible for benefits and employed for at least one full academic year
- Be in good employment standing
- Earn sick leave and voluntarily choose to donate to a specific employee
- Meet the definition of catastrophic illness or injury
- Not receiving disability benefits under workers' compensation

CASTROPHIC INJURY OR ILLNESS: A catastrophic condition is a severe physical or mental health issue that prevents an employee from working for an extended period and requires ongoing care from a licensed physician or psychiatrist.

DONATION GUIDELINES

- Donor must complete the Sick Leave Donation Form
- Minimum donation: 2 days
- Maximum donation: 45 days (lifetime)
- Donated days are deducted from the donor's accrued sick leave and subject to standard payroll withholdings
- Donor must have at least 10 accrued sick days and one full year of employment
- Donations may only be made to employees who are approved to receive sick leave donations

REQUEST PROCEDURES

- Submit a Sick Leave Donation Request Form
- Provide a physician's statement verifying the illness and inability to work
- Await review and approval by the Chief Human Resources Officer or designee

ADDITIONAL INFORMATION

- Denied requests may be appealed to the Superintendent, whose decision is final
- If the employee is unable to submit the request, a family member or agent may do so
- Donations are not retroactive and only apply once all leave is exhausted
- Leave donations are granted only during periods of catastrophic illness or injury
- Authorization forms must be signed to acknowledge program terms and liability release

- Separate requests are required for non-consecutive illness periods
- Medical review by a Board-selected physician may be required at the applicant's expense
- Childbirth leave is excluded unless complications meet catastrophic criteria
- Abuse of the program may result in repayment of donated leave and disciplinary action
- Unused donated sick leave remains with the recipient employee