

Garnett USD #365

Classified Sick Leave Sharing Plan:

Any eligible (*full or part-time employee eligible to receive sick leave benefits*) classified employee may participate in the Sick Leave Sharing Plan as a recipient or donor with others in the classified employee group. The days will be administered by the Garnett USD #365 Business Manager/Clerk of the Board.

Recipient of Sick Leave Sharing Plan days

Must meet the following guidelines:

- a. Have a physician statement attached to the appropriate district form (Sick Leave Sharing Plan Request Form) which indicating a catastrophic illness, life-threatening condition, or injury exists.
 - a. Catastrophic illness includes; cancer, major surgery, serious accident or heart attack which poses a life threatening condition, and/or keeps an employee from performing regular work duties.
- b. Have a pre-child birth condition which poses a life threatening condition to the mother (employee)/child or a serious medical condition (child/mother) after child-birth. **Sick Leave Sharing Plan days may not be used for normal child-birth.**
- c. All sick, personal, and vacation leave must be exhausted before a request can be made for Sick Leave Sharing Plan days.
- d. A Sick Leave Plan sharing request is signed by the recipient or his/her representative indicating acceptance of the donated days.
- e. A recipient of Sick Leave Sharing Plan days cannot donate Sick Leave Sharing Plan days to another classified employee.

Donor of Sick Leave Sharing Plan days

Will adhere to the following guidelines:

- a. Shall not be pressured into donating to the Sick Leave Sharing Plan.
- b. The donor will complete the Sick Leave Sharing Plan donor's form.
- c. The sick leave day will be donated in full day units.
- d. The donated day cannot be recovered by the donor.
- e. Must have 10 sick leave days accumulated before donor is allowed to donate.

Conditions of Use

- a. Donors are limited to a total of three (3) sick leave days donated to the Sick Leave Sharing Plan between July 1 and June 30 of each year.
- b. A recipient is limited to a total of thirty (30) Sick Leave Sharing Plan days.
- c. Classified employees across the district may donate sick leave days to any other benefit eligible classified employee.
- d. The donated Sick Leave Sharing Plan days will become effective when all the eligibility requirements are met as substantiated by the required forms.
- e. Employees do not continue to earn leave (vacation, personal, and/or sick) while using Sick Leave Sharing Plan days.
- f. Classified employee cannot save or carry over donated Sick Leave Sharing Plan days for a future occurrence.

It is understood that the decision to become a Sick Leave Sharing Plan donor or recipient is voluntary on the part of the classified employee (s) and neither the Board of Education nor the Garnett Unified School District #365 will be held responsible should a donor be sought, but no donors come forward.