

SANTA ROSA CONSOLIDATED SCHOOLS

G-3100 GCCG
PROFESSIONAL STAFF
VOLUNTARY TRANSFER OF
ACCRUEDS SICK LEAVE
ISSUE DATE: 04/14/2005



SUPERINTENDENT
MARTIN MADRID

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AUTHORITY

Santa Rosa Policy Manual by New Mexico School Boards Association

PURPOSE:

To provide guidelines for the voluntary donation of annual or sick leave by Santa Rosa Consolidated Schools employees to other Santa Rosa Consolidated Schools employees in an attempt to minimize financial hardships during medical emergencies.

APPLICIABILITY:

All employees of the Santa Rosa Consolidated School District who meet established eligibility criteria.

FORMS:

- A. Leave Donation Disclosure Form
- B. Donation of Leave for Medical Emergency Form
- C. Certification of Health Care Provider for Employee's Serious Health Condition form – WH380E United States Department of Labor – 4 pages
- D. Medical Certification Definitions Attachment
- E. Voluntary Donation of Leave Criteria Checklist Form

DEFINITIONS:

- A. Eligible Employee: An employee who works for Santa Rosa Consolidated Schools and is a full-time employee.
- B. Medical Emergency: A circumstance where a medical condition that will require the employee's full-time absence from duty for a minimum of two weeks; the employee has exhausted all forms of paid leave and the medical condition is severe or life threatening in nature.

POLICY:

- A. The Santa Rosa Local Board has authorized the Superintendent to allow annual/sick leave transfer for emergencies only. When a District employee, their spouse, domestic partner, child, parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepchild, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, grand parent, grandchildren, uncle, aunt, nephew, niece, great grandchild, and great grandparent is experiencing a medical emergency, the Santa Rosa Consolidated School District may allow employees to donate annual/sick leave to the employee experiencing the medical emergency. Requests involving other family members will be considered on a case-by-case basis.
- B. Each request to declare a medical emergency will be evaluated on its own merits. Factors such as nature and severity of the medical condition, previous leave use patterns and circumstances for leave, length of service, duration of medical condition, etc., shall be considered.

- C. Other factors to be considered include the effect that granting additional leave will have on the budget and operations of the School District (e.g. the need to cover the vacancy with overtime, etc.).
- D. Each request will be highly scrutinized and a maximum of 400 hours (ten weeks) may be received by any one individual during a one-year period. An employee may donate up to two (2) days if the employee has twenty (20) or more accumulated days of leave.
- E. The Superintendent or designee may grant exceptions to the policy based on the nature of the medical emergency on a case-by-case basis.

PROCEDURES:

- A. The employee who wishes to be the leave recipient shall submit a written request to the Human Resources Department. The written request shall specify the nature of the medical condition and the expected date of return. A Certification of Health Care Provider for Employee's Serious Health Condition form WH-380E shall accompany the request. In the event that the employee is unable to submit a request on his/her behalf, another party may initiate the request.
- B. The Superintendent, or a designee, will review and verify that the request meets the eligibility criteria by completing the Voluntary Donation of Leave Criteria Checklist Form.
- C. Requests that do not meet the eligibility criteria as established by the medical emergency definition shall be disapproved by the Superintendent, or their designee and returned to the employee with an explanation for the rejection.
- D. The approved applicant shall:
 - a. Be a full-time employee.
 - b. Have a non-job-related, seriously incapacitating and extended illness or injury. The illness must include hospitalization of the employee, their spouse, domestic partner, child, parent, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepchild, brother, stepbrother, brother-in-law, sister, stepsister, sister-in-law, grand parent, grandchildren, uncle, aunt, nephew, niece, great grandchild, and great grandparent, for conditions such as a heart attack, doctor documented required major surgery and catastrophic accidents causing physical impairments. Recovery from surgery is allowable as an emergency cause to utilize the sick leave transfer policy.
 - c. Have exhausted all earned/accrued leave of any nature or kind.
 - d. Be presently on unpaid leave status with the District.
 - e. Not be eligible for disability benefits, including but not limited to Social Security.
 - f. Be one who return to duty is projected to occur within a period no longer than six (6) months.

g. Sick leave transfer is not to be utilized for minor chronic illness causing absence from work. Preexisting conditions excluded from sick leave includes but is not limited to:

- i. Dental Visits
- ii. Chiropractic visitation
- iii. Influenza symptoms
- iv. Viral infections; or
- v. Elective surgery

E. Requests that meet the eligibility criteria outlined in the medical emergency definition shall be forwarded to the Superintendent from the Human Resource Department along with a recommendation. The Human Resources Department will notify the employee in writing of the approval by the Superintendent.

F. The Human Resource Department will inform other Santa Rosa Consolidated School employees (through e-mail or payroll attachment) that a medical emergency exists and that employees who wish to donate leave hours shall complete a Leave Donation Disclosure form. No soliciting on an individual basis will be allowed or conducted. Donations to annual/sick leave transfer are voluntary.

G. A completed Donation of Leave for Medical Emergency form shall be forwarded to the Central Office Human Resources Department for final approval in accordance with this policy.

H. Upon approval of the Central Office Human Resources Department of the Donation of Leave for Medical Emergency form, the actual transfer of leave shall be coordinated by the respective payroll officer.

I. Donated leave shall revert to the employees who donated leave on a prorated basis when the medical emergency ends or the employee separates from the agency.

J. Deviations of this process shall not be made without the prior approval of the Superintendent.