SICK LEAVE DONATION GUIDELINES

**QUALIFICATIONS AND GUIDELINES FOR USE**

As stated in the HCU Bargaining Agreement, Article 15 (L), sick leave donation days shall be granted only in cases where a bargaining unit member is not able to return to work for medical reasons due to a serious illness or injury that prevents the employee from performing the duties of his or her job for an extended period of time (10 days or more) or a condition that qualifies for long-term disability. Members are only eligible to apply for Sick Leave Donations during their calendar work-year.

In order to receive consideration for Sick Leave Donations, a Bargaining Unit Member must have used:

1. All accumulated individual paid sick leave, and
2. All individual vacation days.

You must submit:

1. A personal statement to the HCU Executive Council describing the circumstances for which additional sick leave days are needed, and
2. A physician's statement of member's inability to perform assigned responsibilities due to long term illness or injury, the initial date of injury or illness and anticipated date of return, and
3. These documents must be received 30 school calendar days from dated Sick Leave Request.

Terms of Sick Leave Donations:

- If you qualify for donated sick leave days, you gain the benefit of continued compensation at your full daily rate for the number of days you are allocated. Donated sick leave days do not extend your leave eligibility. Donated sick leave days (once member eligibility is determined) provide additional paid time to cover some, or all, of the gap between your available individual paid leave and your eligibility for Long Term Disability (LTD) income replacement insurance coverage.

- Donated sick days cannot be used in conjunction with any insurance, Short Term/Long Term Disability or Workman's Compensation payments.

- The maximum number of consecutive donated sick leave days a member can receive is thirty (30), or the number needed to get the employee to Long Term Disability, whichever is less.

- Sick leave donations may be approved retroactively up to 30 school calendar days.

- Employees can donate one (1) sick leave day per year. If the employee's donated day is not needed, that day will not be taken out of his or her sick leave.

- All donations of sick leave days are irrevocable.

- A unit member is not eligible for donated sick leave days if the member is receiving compensation under Workers' Compensation, Long Term Disability, or PERS disability. If an
overlap of donated sick leave payment and other disability income replacement occurs, the member shall reimburse the District any amount that exceeds one hundred percent (100%) of the compensation they would have received had they been actively working.

- Once Sick Leave is approved and sent to HSD payroll, there will be a 45 work day period to fill the request with Donations. After 45 work days the request will be closed.

**Review of Requests:**

- All requests shall be reviewed and final decisions made by the HCU Executive Council. Past decisions made by the HCU Executive Council *does not* set a precedent for future requests.

- The HCU Executive Council will solicit days from the bargaining unit members. HCU members from any building in the District may contribute to the individual recipient.

- The HCU Executive Council, at its discretion may disqualify a member from receiving donated sick leave benefits if the member previously qualified for other disability income replacement and voluntarily terminated said income replacement.

- The HCU Executive Council shall take all necessary steps to ensure confidentiality.

- The HCU Executive Council shall apply guidelines equitably and uniformly to all applicants.

- The HCU Executive Council reserves the right to suspend and/or revise any of the guidelines listed above.

**Forms:**

Forms shall be available at:

- HCU office
- Hillsboro School District Human Resources office
- HCU Web-Site (HTTP://www.hcu4671.org)

Forms shall include:

- Guidelines,
- Initial Request for Use, and
- Sick Leave Donation Transfer Authorization