

BOARD POLICIES	SICK LEAVE SHARING PROGRAM (BP-7024) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

**I
Purpose of Policy**

The District shall provide a Sick Leave Sharing Program for regular full-time employees.

**II
Definition**

- A. "Immediate family" for the purpose of this policy is defined as the employee's spouse, child, parent, stepchild or stepparent.
- B. Regular full-time employees are those who work in a Board of Education approved budgeted position which requires either a forty (40) hour work week, or a week as defined in the appropriate job description, in order to accomplish the duties for which the position was created.
- C. A licensed physician or healthcare practitioner must certify an extraordinary or severe illness, injury, impairment, or physical or mental condition.
- D. Non-workday means a day when the employee is not on pay status.

**III
Guidelines**

- A. The Human Resources Officer or Superintendent Designee shall be responsible for management and administration of this program and shall decide if criteria is met for eligibility.
- B. Employee participation is voluntary.
- C. All donors' names shall be held confidential.
- D. The Sick Leave Sharing Program shall permit regular full-time employees to donate sick leave to another regular full-time employee when absence from work is occasioned by an extraordinary or severe illness, injury, impairment, or physical or mental condition to said employee or in the immediate family of said employee, which has caused or is likely to cause the employee to take leave without pay or to contemplate terminating employment. Severe or extraordinary means serious, extreme or life threatening. The employee shall provide the District with sufficient medical certification from a recognized healthcare provider or licensed physician. If request is denied, employee may appeal to the Superintendent for reconsideration.
- E. All employees exercising rights under the policy shall be required to utilize all District accrued paid leave before utilizing Sick Leave Sharing.

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- F. Offers of donations of sick leave shall be accepted in the order received in the Department of Human Resources.
- G. No leave shall be transferred from one person to another except under this procedure.
- H. Any leave accrued by an employee while on donated sick leave must be used as earned, in lieu of donated leave.
- I. An employee shall not be entitled to receive sick leave for non-workdays.
- J. No more than ninety (90) days of donated sick leave shall be used by the employee during any one illness or injury.
- K. Donated sick leave shall be lost by the donor and gained by the donee without any comparison of rates of pay of donor-donee compensation.
- L. Employees shall not be entitled to utilize the Sick Leave Sharing Program for a work-related injury or illness or after meeting the ninety (90) day qualifying period for group long-term disability.

**IV
Health Insurance**

- A. The District shall maintain paid health coverage under the group plan as outlined in rules and regulations of the Oklahoma State and Education Employees Group Insurance Program during the use of any donated leave.

**V
Family Medical Leave Act (FMLA)**

- A. If the employee has any days left under FMLA, the donated leave days shall count against any such FMLA right. This subsection shall not increase the number of statutory FMLA days.

2.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
26-Jun-00	A	Adopted
22-Sep-03	B	Reformatted
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised

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- 04-Jun-13 E Revised; removed references to sick leave sharing committee; revised date formats; deleted Legal Reference and PCF Framework; revised header/footer information
- 07-Nov-17 F Revised to stipulate that employees must exhaust all accrued paid leave before utilizing sick leave sharing.

***** End of Policy *****