



Ramona Unified School District
720 Ninth Street, Ramona, CA 92065
(760) 787-2000

RUSD Classified Employees – CSEA Chapter 733 *Employee Donation of Sick Leave*

Employee's Name: _____ Phone number: _____

Employee's Title: _____ Hours per day: _____

Employee's Site: _____

I wish to donate the following accumulated hours of sick leave to the employee listed below who is off work due to a long term catastrophic illness or injury:

Employee's Name (receiving the sick leave): _____

Number of Hours to be donated: _____ hours.

Employee's Signature

Date

Per Article 13.2.6 – "Donation of Sick Leave" of the CSEA/RUSD Agreement:

- *Sick leave donations are made in terms of hours only.*
- *Employees can only donate the maximum of 5 days per year from accrued sick leave.*
- *No employee shall be allowed to donate sick leave to the extent that your balance will fall below 20 days multiplied by his/her number of hours worked per work day.*
- *Donated sick leave is used in the order that it is received.*
- *Donated sick leave that is not used by the recipient shall be returned to the employee.*

Please complete this form and return it to Payroll as soon as possible.

To be completed by Payroll:

Current Sick Leave Balance: _____ hrs.

Remaining Sick Leave Balance: _____ hrs.

Date Received by Payroll: _____

Time Received by Payroll: _____

Total Hours transferred to recipient: _____ hrs.

Date Hours transferred: _____

Payroll Signature of Transfer: _____

Please see Article 13.2.6 of CSEA/RUSD Agreement on reverse side.

DONATION OF SICK LEAVE

- 13.2.6 Donation of Sick Leave. The District will allow the donation of sick leave to any individual employee who has suffered a catastrophic illness or injury and who has exhausted all fully paid leaves.
- 13.2.6.1 The District and CSEA shall discuss and reach agreement about situations which qualify as “catastrophic illness or injury” on a case-by-case basis immediately upon the receipt of a “Request for Donations of Sick Leave” form and doctor’s certification of severity of illness and anticipated duration of incapacity.
- 13.2.6.2 An individual deemed to be eligible for donation of sick leave shall be allowed to receive a maximum of 480 hours of donated sick leave. In no event, may an individual be eligible to receive the benefits of this article for more than sixty (60) days in any one (1) fiscal year.
- 13.2.6.3 Employees who choose to donate sick leave in eligible situations, may donate a maximum of five (5) days per year from his/her accrued sick leave.
- 13.2.6.4 No employee shall be allowed to donate sick leave to the extent that his/her accrued sick leave is reduced to less than twenty (20) days multiplied by his/her number of hours worked per day.
- 13.2.6.5 For purposes of this section, sick leave donations shall be made in terms of hours and shall be utilized by the recipient in terms of hours.
- 13.2.6.6 Donations shall be credited to the recipient in the order received.
- 13.2.6.7 Donated sick leave not used by the recipient shall be returned to the individual donors.
- 13.2.6.8 For the purposes of this section, donated sick leave shall be paid to the recipient at the recipient’s hourly rate of pay, regardless of the donor’s hourly rate of pay.
- 13.2.6.9 Participation in this program shall not impact the donor’s eligibility for the District’s Attendance Incentive Program.
- 13.2.6.10 This article to be reviewed annually during negotiations.