



**APPENDIX F
CATASTROPHIC LEAVE
SICK LEAVE DONATION FORM**

Carmel Unified School District
CATASTROPHIC LEAVE: SICK LEAVE DONATION

I, _____ a member of STRS PERS do hereby donate to:
(Print Name)

Recipient Member

1 Day of Sick Leave

2 Days of Sick Leave

Donor Member Signature

Date

Work Site

Catastrophic Leave: Sick Leave Donation Program

A written request by the employee association shall be made to the Superintendent or designee on the district's Catastrophic Leave: Sick Leave Donation Program Request Form to request that this program be activated on behalf of a designated employee association member. The Superintendent or designee may then grant said request if he/she determines it to be in the interest of the district. Upon approval, an employee association member may then authorize, on the district's Catastrophic Leave: Sick Leave Donation Form, the donation of part of his/her current year allotment of sick leave to a designated employee association member. Members may only donate to recipients from the same association with the following exceptions: confidential members may donate to classified members, administrators may donate to certificated members, and vice versa. To ensure that members of the employee association retain sufficient accrued sick leave to meet needs that normally arise, donors shall not reduce their accumulated sick leave to fewer than twenty (20) days.

- a. Sick leave so transferred, on the form required by the district, shall be deducted from the donor's account and shall thereafter be treated, for tax and other purposes, as though it had been earned by the donee.
- b. Sick leave so transferred shall be deducted and credited in whole days only. There shall be no adjustment for individual salary differences. The donee shall not receive, on any day for which leave is donated, a daily rate in excess of his/her normal rate.
- c. Sick leave may be donated only to another employee association member who has exhausted his/her sick leave at the time of the donation and is unable to work for medical reasons that incapacitate the employee for an extended period of time; or that incapacitate a member of the employee's family, requiring the employee to take time off from work over an extended period of time to care for that family member.
- d. Any employee who receives donated sick leave shall use any and all leave credits that he/she continues to accrue on a monthly basis prior to receiving donated sick leave.
- e. Employee association members may donate not less than one day, nor more than two days, of accrued sick leave for an individual request.
- f. Donated sick leave shall be used at the rate of one day per donor in the order in which it was donated before a second rotation begins to use the second donated day.
- g. Donated sick leave shall not exceed a maximum period of twelve (12) consecutive calendar months.
- h. Donated sick leave which is not used shall revert back to the donor and be credited toward the donor's current year sick leave.