

Jacksonville State University
SICK LEAVE DONATION FORM
(DONOR)

Name: _____ ID Number: _____

Department: _____ Extension: _____

Under the provisions of the Sick Leave Donation Policy, employees may donate sick leave to others, who have exhausted his/her, accrued sick and vacation leave and comptime.

Please read the information below. (See your Staff/Faculty Handbook for more information)

- Donating employees must maintain a balance of 240 sick leave hours.
 - Once the request to donate leave has been made and approved it is irrevocable.
 - The recipient of donated leave must have completed the appropriate information and been approved to receive donated leave time.
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I would like to make the following contributions:

Number sick leave hours donating: _____

Recipient Employee's Name: _____

Recipient Employee's Department _____

By my signature below, I certify that I have read Jacksonville State University's Sick Leave Donation Policy and understand that once the request has been approved, I can not revoke my decision.

Signature

Date

RETURN THIS FORM TO THE OFFICE OF HUMAN RESOURCES 329 BIBB GRAVES HALL

Human Resources Use Only:

In accordance with the Sick Leave Donation Policy, your request to donate is:

APPROVED **DENIED (reason)** _____

Sick Hours Donated: _____

Office of Human Resources

Date

Distribution: *Employee*
 Human Resources
 Payroll
 File

Sick Leave Donation Policy

In order to provide relief to individuals who have a serious medical hardship or injury or catastrophic illness or have a family member with catastrophic illness requiring the prolonged use of sick leave, the university has established a sick leave donation policy.

- a.** Any employee who earns sick leave will be eligible to donate sick leave to any other employee who earns sick leave. No individual may donate leave, which reduces his/her balance to less than thirty (30) days (240 hours).
- b.** The recipient of the sick leave must (1) provide documentation of serious illness, injury or medical hardship of the employee or immediate family member from the attending physician (2) exhaust all of his/her accrued leave (3) have completed his/her probationary period in order to be eligible to receive a sick leave donation.
- c.** Any employee with a sick leave balance may transfer accumulated sick leave to any other eligible employee by sending a written request to the Human Resources Office designating the recipient of the leave and the number of hours to be transferred. Once the leave has been transferred, it may not be reversed.
- d.** No more than 240 hours in donated sick leave may be received by an employee during a twelve (12) month period; this will be a rolling calendar.
- e.** Sick leave will be transferred hour for hour without regard to the rate of pay of the individuals involved.
- f.** Sick leave donated may be used by the recipient for any circumstance for which sick leave is appropriate. See Section XII.C in the handbook for rules regarding the use of sick leave.
- g.** Terminating employees may transfer leave to someone in need at the date of termination.
- h.** Donated sick leave used by recipient will be deducted from six (6) months salary and benefit continuation allowed by university policy.
- i.** Sick leave may be donated to someone in another school system provided that system will accept the transfer.