

## SICK LEAVE DONATION POLICY

### Policy

Each employee may donate to another employee up to three (3) days of accrued sick leave per year. The recipient employee shall have exhausted all available leave (sick, vacation, personal, etc.) before being eligible for donated leave. Any employee, whether full time, part time, fractional, etc., may request donated sick leave. Sick leave may only be donated if the recipient employee has a serious injury or illness. All sick leave donations shall be subject to the prior approval of the Town Administrator.

Allowable leave shall be calculated based on the average number of hours worked per week during the preceding six (6) months. For example, an employee who averages fifteen (15) hours worked per week during the preceding six (6) months may receive up to fifteen (15) hours per week of donated sick leave. A recipient employee is not eligible to receive more than one hundred (100) days of donated sick leave per injury or illness.

A donor employee who has accrued the maximum one-hundred-fifty (150) days of sick leave may not donate days in excess of said maximum. For instance, a donor employee who has accrued the maximum 150 days shall subtract the donated days from 150. A donor employee is not limited in the number of sick leave donations they make per year, subject to the approval of the Town Administrator. An employee shall not make a sick leave donation that would result in a negative sick leave balance.

Members of collective bargaining units may donate sick leave to employees outside the bargaining unit.

### Process

An employee desiring to donate sick leave to a recipient employee shall contact the Town Administrator by written memorandum or email. The donor employee shall indicate the number of days or hours that he/she desires to donate and the name of the recipient employee. The Town Administrator shall either approve or deny the request to donate and shall notify the donor employee of the decision. The Town Treasurer shall deduct the donated leave from the donor employee's accrual and the donor employee's payroll records shall include a notation that such deduction has occurred.

Date of Adoption: 12/2/14.