

LEAVE DONATION PROGRAM

I. Eligibility

All full-time employees of Gloucester County Public Schools (GCPS) are eligible to receive transfers of sick leave from other GCPS employees where absences from work are required due to the serious/life-threatening illness or serious/life-threatening injury of one of the following people:

1. The employee's dependents/children
2. The employee's spouse
3. The employee's parents

Eligibility for transfers will be effective only after the applicant has used all accrued sick leave, vacation time and personal leave. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family Medical Leave Act (FMLA).

II. Use of Donated Benefits

A. All donated time will be transferred into the recipient's sick leave account as needed. Once transferred, such benefits may be used in accordance with the STAFF LEAVE POLICY (File No. GBDG) and FMLA POLICY (File No. GBDH).

B. A leave recipient may use sick leave donations only for purposes related to the medical emergency for which the recipient was approved under provisions of the Leave Donation Program and/or the Family and Medical Leave Act (File No. GBDH). The recipient may not carry over donated sick leave days for future purposes.

C. The eligible employee must complete the "Leave Donation Program Application" and the "Informed Consent for Release of Data" form accompanied by the medical verification of the qualifying illness or injury. It is the requesting employee's responsibility to obtain medical verification. Illness/injury, prognosis, and expected date to return to work must be attached to the application and signed by the primary medical doctor of the family member with the qualifying illness.

D. Donations must be made in increments of one (1) day. For every one (1) day of sick leave donated by the donor, the recipient will be credited with one (1) day of sick leave. The pay levels of the two employees shall not affect the transaction.

E. No employee may donate more than five (5) days per fiscal year, unless the spouse of the employee is a full-time GCPS employee. In such instance, the spouse may donate up to thirty (30) days. No employee may receive more than thirty (30) days during a three year period, with said period commencing during the year the first transfer is made.

F. In cases where spouses are both full-time employees of GCPS, one spouse may donate available sick leave to the other spouse for purposes of this program. In such instances up to thirty (30) days may be donated during a three-year period, with said period commencing during the year the first transfer is made. All other provisions of the program apply. Donations of sick leave from a spouse must be exhausted before solicitations from other employees will be made on behalf of the qualifying employee.

G. All applications for donations will be reviewed by the Executive Leadership Team to determine adherence to these guidelines.

III. Administration

A. Properly completed and signed application forms should be returned to the Budget & Finance Department, accompanied by the required documentation. If the application is not approved, notification will be sent to the employee and the employee's immediate supervisor of the reason for denial.

B. Once the "Leave Donation Program Application" has been approved by the Superintendent or Designee, data concerning the donation shall be maintained by the Budget & Finance Department on a confidential basis.

C. Once the "Leave Donation Program Application" has been approved by the Superintendent or Designee, the Budget & Finance Department will solicit the donation of sick leave days on behalf of the qualifying employee.

D. Donors must indicate to whom and how much of their own sick leave they will donate within the parameters of this program. Donations are strictly voluntary.

E. Once donated time has transferred to the eligible employee, neither the donor nor the eligible employee may revoke the transaction.

ADOPTED: November 14, 2017; Effective November 15, 2017

CROSS REFERENCES: GBDG Staff Leave
GBDG-E1 Leave Donation Program Application
GBDG-E2 Request to Donate Sick Leave Days
GBDG-E3 Informed Consent for Release of Data