

## SHARED VACATION DONATION PROGRAM MEMORANDUM

This program shall expire on June 30, 2010.

### GENERAL PROVISIONS

Employees may donate accrued vacation leave to a **specific employee** who is otherwise eligible to accrue and use sick leave, but has exhausted all accrued leave (including sick leave, vacation and compensatory time).

To be eligible to receive **Shared Vacation Leave**, employees must meet all eligibility requirements as described in **Sick Leave Bank, Article XIII** except donors and recipients are not required to be members of the Sick Leave Bank.

Members of the Sick Leave Bank must apply to the Bank first. If they are denied, or only receive part of the requested hours they may apply for Shared Vacation Donation.

Employees not members of the Sick Leave Bank may apply directly to receive Shared Vacation Leave.

Employees will be limited to the equivalent of 50 workdays per year (400 hrs for a full time employee) in any combination of Sick Leave Bank and Shared Vacation Leave.

Employees using Shared Leave shall be considered in active pay status and shall accrue leave, and be entitled to any benefits to which they would otherwise be entitled.

Donations must be made in full-hour increments with **no minimum hours required** per donation occurrence.

All donated Shared Vacation Leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating accrued vacation leave.

See Shared Vacation Donation Procedures on reverse side.

## **PROCEDURES**

Employees apply to receive donated vacation by submitting a Shared Vacation Leave Application form and Physician's Certification form to SKACE.

SKACE will determine if all eligibility criteria are met.

SKACE will solicit donations from their membership for 10 working days after receipt of initial notification by the requesting member.

Employees who choose to donate their vacation leave will submit a Shared Vacation Leave Donation form to SKACE.

When the requested numbers of hours have been submitted, or after 10 working days, which ever comes first, SKACE will submit the application and donation forms to the District's Employee Program and Benefits Coordinator.

The Benefits Coordinator will work with Payroll to deduct vacation leave from the donors and convert it to sick leave for the recipient.

## **CONFIDENTIALITY**

When submitting a Shared Vacation Leave Application form, the requesting employee will be asked what information they are willing to share to SKACE membership regarding the nature of their illness. Only **that** information will be released, all other information is confidential.