

**400.17L SICK LEAVE SHARING POLICY**

The school district may allow Sick Leave Sharing, with Administrative approval, under which employees will be able to donate sick leave from their earned account to another employee in the District. Shared donations may be provided up to the point the employee becomes eligible for receiving long-term disability (LTD) insurance benefits. Donations may be up to 8 hours per year, per incident.

To be eligible to receive donated leave sharing, an employee must:

- A. be incapacitated from his/her duties due to serious health conditions of an immediate family member, spouse, or self.
- B. request, in written form, to the District, a letter stating the number of days needed and the rationale for the request;
- C. use all previous accumulated sick and personal leave;
- D. must be known or expected to miss at least one (1) week more than his/her own leave balance will cover.

Donated leave will only be used as needed, by personal choice of the donor, and used in the order received from donors.

All employees hereby warrants and covenants that it will hold the School Board and the District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability which any person may have or claim to have, now or in the future, arising out of the administration of sick leave donations. The decision to use or not use sick leave sharing shall not be subject to any grievance procedure.