

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 337

SECTION: EMPLOYEES

TITLE: **ABSENCE DAY DONATION BANK LEAVE**

DATE ADOPTED: SEPTEMBER 2005

DATE LAST REVISED: AUGUST 2017

ABSENCE DAY DONATION BANK LEAVE

It is policy of the Sugar Valley Rural Charter School to permit its full- time employees to donate absence day to time to the SVRCS Absence Day Donation Bank Leave. The purpose of the SVRCS Absence Day Donation Bank Leave Policy is to alleviate hardship caused to full – time employees who have exhausted all of their absence days and need additional absence days due to extraordinary circumstances or serious health conditions suffered by the Employee and / or Employee's immediate family.

A. Donors:

1. A donor must be a full - time employee at the SVRCS.
2. A donor must have been employed by SVRCS for 1 year to be eligible to donate days to the SVRCS Absence Day Donation Bank Leave.
3. A donor may not donate more than 5 absence days in a school year, and may not donate a number of days which would then leave donor with less than 5 absence days for the remainder of the school leave.
4. A donor cannot designate which employee receives the donated absence day.
5. Donors shall fill out a Donator Form in full order to properly donate days to the Absence Day Donation Bank Leave.

B. Recipients:

1. A recipient must be a full- time employee of the SVRCS.
2. A recipient must have used all of his / her absence days pursuant to their Employment Contract with the SVRCS.
3. Recipient may only use SVRCS Sick Pools Days if a recipient is not receiving benefits including but limited to, Social Security, Disability, Workman's Compensation, or any other disability program.
4. Recipient must not be on probationary status with the SVRCS.
5. Recipient must not compiled with all SVRCS Policy governing use of absence days.
6. Recipient shall not be required to donate to the Sick Leave Pool at any time

C. Policy / Rules of Administration:

1. Employee can apply for days from the SVRCS Absence Day Donation Bank Leave whenever extraordinary circumstances or serious physical health conditions require Employee to be absent from his / her job in excess of Employee's allotted absence days.

2. Extraordinary Circumstances / Serious Health Conditions is described, but not limited to a serious / critical injury or illness suffered by Employee's or Employee's immediate family, certified by a licensed practitioner and a catastrophic loss due to a natural disaster, fire or the like suffered by employee.
3. Immediate Family Member is defined as a wife, husband, child, step-child, parent of the Employee, or any other person qualifying as a dependent under IRS eligibility criteria.
4. The SVRCS Business Manager shall be responsible for the keep track of days donated to Absence Day Donation Bank Leave as well as days used by recipients of the Absence Day Donation Bank Leave. The Business Manager shall administer the Pool to the direction of the SVRCS Personnel Committee who will be determining the distribution of the Absence Day Donation Bank Leave to the recipients.
5. Donated days will remain in the Sick Leave Pool after donated. At the end of the school year remaining donated days will carry over to each following school year.
6. Request for Absence Day Donation Bank Leave: Employee shall prepare an application which will also include a letter to the Personnel Committee requesting to receive days from the Absence Day Donation Bank Leave. The letter shall include detailed description of Employees situation and the need of Employee. The Personnel Committee may require documentation from a certified practitioner to make a determination of eligibility and / or days to be donated to employee.

The Personnel Committee may grant leave in increments of up to 10 days. After 10 days of Absence Day Donation Bank Leave have been granted the Personnel Committee will need to review the need of Employee and make and make further determination of need and additive Absence Day Donation Bank Leave days to be granted.

7. Confidentiality: All aspects of donation and recipient of Absence Day Donation Bank Leave Days must remain confidential. The confidentiality applies to all donors, recipients, Administration of the Absence Day Donation Bank Leave and Personnel Committee.

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Sick Leave Donation Form

TO BE COMPLETED LEAVE DONOR

Name (Last, First, MI): Social Security Number

Amount of Absence Days to be transferred leaving Donor with 5 absence days.

SIGNATURE OF LEAVE DONOR

Signature Date:

PAYROLL SECTION

Absence Day Balance Verified and Meets Requirements: Yes _____ No: _____

Number of Absence Days to be transferred: _____

Signature: _____ Date: _____