

**SICK LEAVE SHARING PROGRAM**

The Board of Education provides for a sick leave sharing program for all full-time employees of Canadian Valley Technology Center. The program permits employees to donate sick leave to a fellow employee who is pregnant, or recovering from childbirth, or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has or is likely to cause the employee to take leave without pay.

For the purposes of this policy, the following definitions apply:

- Relative of the employee – spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.
- Household members – persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This does not include persons sharing the same general house, when the living style is that of a dormitory or commune.
- Severe or extraordinary – serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery therefrom.
- District employee – instructor or any full-time employee of Canadian Valley Technology Center.
- Full-time employee – Employee of Canadian Valley Technology Center who is employed full-time for the type of services provided for a minimum of one hundred seventy-two (172) days per year.
- Certified staff – Teachers and counselors whose duties and responsibilities require certification from the Oklahoma Department of Education.

An employee may be eligible to receive shared leave pursuant to the following conditions:

1. The maximum number of days that may be received by a certified staff member is forty (40) days per personal occurrence and/or (60) days per occurrence for immediate family with no more than sixty (60) days combined of all occurrences per year.
2. The maximum number of days that may be received by all other full-time employees is sixty (60) days per occurrence with no more than sixty (60) days combined of all occurrences per year.
3. A medical certificate from a licensed physician or healthcare practitioner verifying the severe or extraordinary nature and expected duration of the condition will be required.
4. Employees will not be eligible to receive leave through the Sick Leave Sharing Program until all of his/her earned and accumulated leave has been exhausted.

The receiving employee will be paid at their current salary rate for any donated days used.

An employee may donate sick leave to another employee pursuant to the following conditions:

1. Employees may donate only sick leave days that are earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes.
2. Employees may donate any amount of sick leave; provided the donation of sick leave does not cause their balance to fall below 10 days.
3. Donated sick leave will be designated as such and will be maintained separately from all other sick leave balances.
4. Any contribution of sick leave is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy.

Donated sick leave not used by the employee shall be returned to the donating employees on a prorated basis and reinstated at its original value to the sick leave balance of each donor.

An employee's request for and authorization of shared sick leave shall be made in accordance with the following guidelines:

1. The employee must submit a request for sick leave sharing program then forward to the Human Resources Director. In the event the employee is unable to complete the form due to illness or injury, a person designated by the employee may submit the form on his/her behalf.
2. The Human Resource Director will submit the request along with the medical certificate from a licensed physician or healthcare practitioner verifying the severe or extraordinary nature and expected duration of the condition to the Superintendent.
3. The Superintendent will review the documents and make a decision regarding the request.
4. If the Superintendent determines the request does not meet the requirements of the Sick Leave Sharing policy, the employee or designee will be notified in writing.
5. The Human Resources Director will communicate a district wide notification for sick leave donations to the employee.
6. An employee may not solicit donations of sick leave from other employees. Doing so could result in the employee losing eligibility to participate in the program.
7. Employees willing to donate will submit their intent, in writing, to the Human Resource Director indicating the amount of sick leave willing to donate.
8. The Human Resource Director will make the determination of how many sick leave days or partial days each employee will be donating. The determination will be made based upon each employee's intent to donate amount of days requested, and total days offered to donate. The Human Resource Director will notify each donating employee, in writing, of the amount of sick leave donated.
9. If an employee who submits an intent to donate does not meet the criteria to donate,

the Human Resource Director will notify the employee in writing.

10. The Human Resource Director will prorate the unused donated days back to each donating employee.
11. The Human Resource Director will be responsible for accounting and tracking of all records pertaining to the Sick Leave Sharing Program.

Reference: OKLA. STAT. tit. 70 § 6-104.6