

N.9 LEAVE SHARING POLICY

a. Requirements

Leave may be donated from one employee to another under the following conditions:

- (1) the employee receiving the leave uses it for authorized sick leave purposes only; and,
- (2) the employee receiving the leave has exhausted all other leave balances (including annual, sick, and compensatory leave); and,
- (3) the employee donating the leave understands that there is no obligation or pressure to donate leave.

b. Requesting and Donating Leave

If an employee(s) have freely agreed to donate leave to another employee needing sick leave and meeting the conditions outlined in section N.9.a of this policy, notification must be made to the Finance Director in writing. The following items must appear in that notice:

- (1) All parties must acknowledge that they meet all of the conditions as set forth in section N.9.a of this policy.
- (2) Each donor shall indicate the type of leave he/she is donating and how many hours are being donated.
- (3) This letter shall be signed by both the requestor and the donor(s).

Should a requestor receive leave from more than one donor and not use all of the leave, the amount of donated leave remaining shall be divided equally among the donors and returned to them as the same type of leave that they donated.

I wish to apply for leave share donated hours as indicated below:

Applicant Name: _____

Purpose of Leave: _____

Estimated Length: _____

I understand my rights as outlined in this policy.

Applicant Signature: _____ **Date:** _____

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I wish to donate leave as indicated below:

Donor Name: _____

Leave Type & Hours Donated: _____

Recipient's Name: _____

I understand my rights as outlined in this policy.

Donor Signature: _____ **Date:** _____