

# PERS4.4 - Compensation and Benefits: Transfer of Sick Leave

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## P - Personnel

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### PROFESSIONAL STAFF VOLUNTARY

#### TRANSFER OF ACCRUED SICK LEAVE

(Medical Leave Assistance Program)

An employee who is eligible for accrued leave (working twenty [20] hours or more per week) and who has depleted their leave/vacation days may request access to the medical leave assistance program. If eligible, employees will be granted leave days retroactive to the first day of illness without pay based upon donated days available. All requests shall be submitted to the office of personnel services.

Employees eligible for the Family and Medical Leave Act (FMLA) may qualify for this program. Medical leave assistance may be used only by employees for their personal "serious illness or injury."

Employees who qualify for assistance as stated above, may also request coverage for a specified number of days for intermittent treatment which is necessitated as a result of the employees qualifying serious illness or injury.

An employee may donate general leave days, to include days earned prior to June 30, 1989, providing the employee has thirty (30) days (or equivalent hours) or more of accumulated leave. The donor may donate no more than five (5) days (or equivalent hours) of leave in any one (1) contract year.

Donated leave shall be allocated on a first-offered, first-used basis. Any unused leave shall be returned to the leave bank. Donated leave shall be deemed "unused" when the recipient's employment has been terminated, when the recipient ceases to qualify as a recipient under this policy, or when the recipient returns to work, whichever first occurs. Any unused hours will remain in the medical assistance "bank" for the following year(s). Donation of leave is for days (or equivalent hours) not actual wage of donor employee.

If the employee qualifies and has in effect Short Term Disability, or Workman's Compensation, they would be eligible to receive an amount not to exceed the contractual/daily pay based on the pro-rated gross.

No employee shall be eligible for the medical leave program after they qualify for long-term disability coverage.

#### *Application Screening Committee*

A committee consisting of one (1) staff member from each building and one (1) from the central staff selected by the staff and an administrator appointed by the Superintendent shall review each application and submit a recommendation to the Superintendent. The applications are to be reviewed in accord with the guidelines found in policy and as presented below:

A. The application must be in writing.

B. The application must be supported by the appropriate documentation as defined in

A.R.S. 23-373.

C. Data in the application shall include the expected date for return to duty.

D. The application shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.

For approval, the applicant shall:

A. Be a full-time employee.

B. Have a non-job-related need, as defined in A.R.S. 23-373, for sick leave.

C. Be presently on unpaid-leave status with the District.

D. Not be eligible for disability benefits, including but not limited to Social Security, provided at District expense.

E. Be one whose return to duty is projected to occur within a period no longer than six (6) months.

F. Submit an application, which shall be received by the District office within ten (10) days following the beginning of the applicant's unpaid-leave status.