

**HILLSBORO CLASSIFIED UNITED, AFT-OREGON
SICK LEAVE DONATION GUIDELINES Article 21(J)**

Sick Leave Donation is a voluntary program for members of the bargaining unit; only participating members shall benefit.

****QUALIFICATIONS AND GUIDELINES FOR USE****

Sick leave donation days shall be granted only in cases of a bargaining unit member's **long term, continuous absence necessitated by imminent, life-threatening illness or injury or a condition that qualifies for long-term disability**. Members are only eligible to apply for donated time during their normal work-year assignment. Members are not eligible for sick leave donation compensation during seasonal work assignments.

1. Before a member can be eligible to use donated sick leave, the member must have used:
 - a) All accumulated individual paid sick leave;
 - b) All individual vacation days;
 - c) All individual comp time;
2. Donated sick leave days may be approved retroactively.
3. Process for requesting use of donated days:
 - a) Member must submit a personal statement to the HCU Executive Council describing the circumstances for which additional sick leave days are needed;
 - b) Member must provide a physician's statement of member's inability to perform assigned responsibilities due to long term illness or injury, and the anticipated date of return.
4. Long Term Disability (LTD) application: The HCU Executive Council may require that a member apply for Long Term Disability (LTD) compensation before the awarding of donated sick leave hours.
5. The HCU Executive Council will solicit days from the bargaining unit members. HCU members from any building in the District may contribute to the individual recipient.

****REVIEW OF CASES****

- All requests shall be reviewed and final decisions made by the HCU Executive Council. ***Past decisions made by the HCU Executive Council does not set a precedent for future requests.***
- Allegations of prior sick leave abuse shall not influence decisions of the HCU Executive Council. The Executive Council has no standing authority to make a

determination of abuse of sick leave. Only documented cases of abuse shall be considered by the Executive Council in its decisions.

- The HCU Executive Council shall take all necessary steps to ensure confidentiality.
- Members will be required to submit a certification from a physician to verify the need for donated sick leave days. The HCU Executive Council may require the applicant to secure a second certification from a physician of the council's choice. Expense, if any, will be that of the member applicant.
- The HCU Executive Council shall apply guidelines equitably and uniformly to all applicants.

****LIMITATIONS AND DISTRIBUTION OF DAYS****

- ❖ If you qualify for donated sick leave days, you gain the benefit of continued compensation at your full daily rate for the number of days you are allocated. Donated sick leave days do not extend your leave eligibility. Donated sick leave days (once member eligibility is determined) provide additional paid time to cover some, or all, of the gap between your available individual paid leave and your eligibility for Long Term Disability (LTD) income replacement insurance coverage.
- ❖ The maximum number of consecutive donated sick leave days a member can receive is forty-five (45), or the number needed to get the employee to Long Term Disability, whichever is less.
- ❖ Employees can donate one (1) sick leave day per year.
- ❖ All contributions of sick leave days are irrevocable.
- ❖ A unit member is not eligible for donated sick leave days if the member is receiving compensation under Workers' Compensation, Long Term Disability, or PERS disability. If an overlap of donated sick leave payment and other disability income replacement occurs, the member shall reimburse the District any amount that exceeds one hundred per cent (100%) of the compensation they would have received had they been actively working.
 - The HCU Executive Council and/or Human Resources, at its discretion, may disqualify a member from receiving donated sick leave benefits if the member previously qualified for other disability income replacement and voluntarily terminated said income replacement.
 - The HCU Executive Council reserves the right to suspend and/or revise any of the guidelines listed above.

- If HCU members collectively donate more than the total number of days needed by a specific employee, the HCU Executive Council will conduct a random drawing to determine which members will donate sick leave.

****FORMS****

- Forms shall be available at the HCU office and the Hillsboro School District Human Resources office.
- Forms shall include: Initial Request for Use and Sick Leave Donation Transfer Authorization

****REPORTING/REVIEWING PROCEDURES****

- The HCU Executive Council shall provide HCU members with an annual report of all donation activity.
- The HCU Executive Council shall provide the District with a list of sick leave contributors and recipients and a copy of the established guidelines. The District will honor sick leave transfers upon proper certification by the HCU.