

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 91-3
<b>Title:</b>	Catastrophic Illness Time Donation	

## PURPOSE

Employees may donate accrued sick leave time for credit to another District employee who suffers a non-job-related catastrophic illness or injury. Such donations may be made in accordance with the following:

- 1) To be eligible to receive donated sick leave, the recipient employee's illness or injury must require that he/she be absent for at least five (5) consecutive days, or ten (10) cumulative days within six (6) months. In addition, the recipient employee must have exhausted all sick leave prior to using donated sick leave.
- 2) Donations of sick leave shall be made in increments of full (1.0) hours.
- 3) Donations shall be on a dollar for dollar basis. The value of donated leave time shall be calculated at the donor's regular pay rate, then converted to hours of sick leave at the recipient's regular pay rate to the nearest full (1.0) hour to determine the number of hours of sick leave available to recipient. For employees covered by State Disability Insurance (SDI), use of donated leave will be an offset to benefits in accordance with the provisions of the plan.
- 4) Donations are irrevocable. Unused hours remaining, when the recipient returns to work or terminates employment with the District, shall be retained as credits by the recipient.
- 5) In the event of the death of the recipient while still employed by the District, unused sick leave credits will be forfeited as with other employees.

<b>Approved by CSD Board of Directors</b>	June 28, 1991
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