

Administrators' Sick Leave Sharing Plan

Sick Leave Sharing Program

- A. A full-time employee may donate sick leave to another employee according to Oklahoma Statutes 70-6-104.6 for the following reasons:
  - 1. The donee has exhausted or will exhaust all earned sick leave due to an extraordinary or severe injury, illness, impairment, pregnancy, miscarriage, childbirth and recovery therefrom, or physical or mental condition of the donee; or
  - 2. The donee has exhausted or will exhaust all earned sick leave, emergency leave, personal leave and twenty (20) days of statutory leave due to an extraordinary or severe injury, illness, impairment or physical or mental condition of a relative (spouse, child, stepchild, grandchild, grandparent, stepparent or parent) or household member (one who resides in the same home as the donee and who shares a duty to provide financial support with the employee) of the donee; and
  - 3. The condition has caused or is likely to cause the donee to take leave without pay or to terminate employment.
- B. The employee may donate any of amount of sick leave which does not cause that employee's sick leave balance to fall below twenty (20) days.
- C. The employee may not donate excess sick leave the administrator's would not be able to otherwise take, (such as, sick leave compiled for retirement; any accumulated days in excess of the 120 needed for retirement shall not be donated to a sick leave sharing plan).
- D. An employee may receive up to a maximum of thirty (30) donated days. If that leave is exhausted, the employee may apply to the Board of Education for an additional thirty (30) days.

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- E. An employee requesting donated days must first provide the Board with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.
- F. The employee receiving donated days is to receive his or her normal rate of pay.
- G. All sick leave available for use by the donee must be used prior to using shared sick leave.
- H. Shared sick leave usage records shall be maintained separately from regular sick leave records.
- I. Any donated sick leave may only be used by the recipient for the purposes specified. Any donated leave which is not used shall be returned to the donating employee on a pro-rata basis.
- J. The Board is the determining body as to whether the donee meets the criteria above and has previously abided by District leave policy.

Adopted: June 03, 1996

Revised: January 12, 1998  
January 05, 2004  
June 07, 2004

Legal Reference:

Cross Reference:

