

Non-Certified Personnel Sick Leave Sharing Plan

The Alva Board of Education hereby grants permission for the establishment of a sick leave sharing plan for non-certified personnel. Non-certified personnel will be allowed to participate in the sick leave sharing plan the same as any other employee.

Adopted: April 01, 1996

Revised: March 30, 1998  
May 03, 2004

Legal Reference:

Cross Reference:

Non-Certified Personnel Sick Leave Sharing Plan

- I. If, after exhausting all sick leave, emergency leave and personal leave, an employee is absent due to personal catastrophic illness or injury, documented as such by a physician, the employee shall be entitled to receive days from the Sick Leave Sharing Plan in accordance with the following procedures:
  - A. An employee may be eligible to receive shared leave pursuant to the following conditions:
    1. A committee (consisting of the superintendent and a non-certified employee from each building) determines that the requesting employee has met the criteria and the employee has abided by district policies regarding the use of sick leave.
    2. The receiving employee has exhausted, or will exhaust, all sick leave, emergency leave and personal leave due to a personal illness, injury, impairment or physical or mental condition, which is of an extraordinary or severe nature.
    3. The condition has caused, or is likely to cause, the employee to go on leave without pay or to terminate employment.
    4. The donating employee may donate any amount of sick leave provided the donation does not cause the sick leave balance of the employee to fall below ten (10) days.
    5. Employees may not donate excess sick leave that the employee would not be able to otherwise take (such as, sick leave compiled for retirement).
    6. The Non-certified Sick Leave Sharing Plan Committee shall determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of thirty (30) days of shared leave during each year.
    7. The Non-certified Sick Leave Sharing Plan Committee shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
    8. The receiving employee shall be paid the regular rate of pay of the employee. The sick leave received will be designated as shared sick leave and be maintained separately from all other sick leave balances.

Non-Certified Personnel Sick Leave Sharing Plan - continued

9. Any donated sick leave may only be used by the recipient for the purposes specified.
10. All sick leave, emergency leave and personal leave available for use by the recipient must be used prior to using shared sick leave.
11. Any shared sick leave not used by the recipient during each occurrence as determined by the Non-Certified Sick Leave Sharing Plan Committee shall be returned to donees on a pro-rata basis.

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