

Policy on Donation of Sick Leave for Employees

CCA has expanded its H1N1 Sick Leave Donation policy beyond H1N1 flu. The policy now includes sick-leave donation policy for employees who have a documented illness or injury who have exhausted all of their accumulated sick leave and other paid time off.

The donation goes into a Sick Leave bank that is administered by the Human Resources Director. In addition, the college will match the bank's accumulation up to a maximum of four weeks or 150 hours. The maximum number of accumulated hours the bank holds is 225 hours or 6 weeks.

This policy provides a means for employees to share donated sick-leave benefits with other employees who have a documented illness or injury and who have exhausted all of their accumulated sick leave and other paid time off.

An employee may donate accumulated sick-leave hours up to a maximum of five days (37.5 hours) to the bank. Donations are reflected as a day-for-day (or hour-for-hour) deduction from the balance of the donating employee and a day-for-day (or hour-for-hour) credit to the recipient employee, regardless of the respective rates of pay of the two employees. *All donations are irrevocable.* Employees who donate sick-leave hours to the bank must do so strictly on a voluntary basis.

For purposes of eligibility for donation and receipt of granted time, the employee must be otherwise eligible to accrue and receive vacation and sick leave. Temporary, nonbenefit-eligible employees are exempt from participating in this plan.

To make a donation: A signed statement indicating the number of earned sick-leave hours the employee wishes to donate to the bank is to be submitted to the Human Resources director with the supervisor's authorization. Donation forms are available from the Human Resources Department or on the [staff forms](#) section of the CCA website.

Employees may not solicit sick-leave donations. Employees may not make "designated/directed" donations; all donations become part of the bank, to be distributed per the procedures outlined below.

To receive a donation: In order to receive a donation from the bank, the applicant must have exhausted all of his or her own vacation, sick leave, and other paid time off and be unable to work a regular schedule due to a physician's verified and documented illness or injury. The applicant must submit a signed request using forms available from Human Resources Department or the CCA website for a specified number of hours. The Human Resources director evaluates the eligibility of the applicant for donated time off based on company-leave criteria. Such criteria include time away from work due to an employee's

own documented illness or injury, or to care for a spouse, domestic partner, child, or parent who has a documented illness or injury.

Based on the request, donated time off is provided to the applicant on a week-to-week basis up to a maximum of two weeks or as such time as the applicant's physician allows for a return to work.

In the case an employee is incapacitated and unable to personally make an application to the bank, the employee's supervisor (or coworker through the supervisor) may make such an application on his/her behalf.

In the event multiple requests for donations are received, the Human Resources director will consider them in the order they are received. Grants may be limited due to the number of applicants to the bank and the amount available in the bank. Additionally, the Human Resources director reserves the right to decline applications if, in his or her judgment, an individual is abusing the policy, and thus depriving others of the benefit.

Out of consideration for the college, it is expected employees first pursue other legally available sources of income replacement such as State Disability Insurance (SDI). For those employees receiving State Disability, CCA allows donated time to be used on a "coordination of benefits" basis.

The college reserves the right to revise or revoke this policy at any time.