

## **POLICY 006**

### **Donated Sick Leave**

#### **1.0 Policy**

Eligible employees of the College of Micronesia – FSM who are suffering from a catastrophic health condition which has cause or likely to cause the employee to take leave without pay may apply for additional sick leave through the donated sick leave program.

#### **2.0 Purpose**

The purpose of this policy is to provide a safety net against salary interruption for employees who have a catastrophic health condition causing them to be unable to perform their assigned duties. Donations of sick leave hours by other employees would provide income to the affected employee who would otherwise be on leave without pay. The purpose is not to provide unlimited sick leave for any given medical reason.

#### **3.0 Application/Eligibility Criteria**

This policy applies to all full-time regular employees of the college.

To be eligible to receive donated sick leave, the recipient must:

- a) be a full-time regular COM-FSM employee who has completed the first year probationary period.
- b) have exhausted all accumulated sick leave, annual leave, and compensatory time; and
- c) have a continuing catastrophic disability resulting from personal illness or injury that prevents the employee from working. Physician certification is required.

To be eligible to donate sick leave, the donor must:

- a) Have accrued at least 30 sick leave days (240 hours); and
- b) Have a balance of at least 10 sick leave days (80 hours) after donating.

#### **4.0 Responsibilities**

The President has overall responsibility for implementing this policy.

The Director of Human Resources is responsible for the day-to-day implementation of this policy. The Director determines eligibility of employees seeking additional sick leave and informs all concerned of the request after confirmation and verification of the request is completed. The Human Resources Office is responsible for informing the college community when an employee is in need of additional sick leave.

The Business Office (payroll) determines the eligibility of donors and records the transaction.

Employees with a catastrophic health condition are responsible for obtaining a physician's verification and their leave summary and for applying for additional sick leave. Donors interested in donating their sick leave to the employee in need are responsible for completing their part on the request form.

## 5.0 Procedure

Eligible employees needing donated sick leave may apply for donated sick leave by completing the Application for Donation of Sick Leave (see attached) Employees may apply for up to 20 consecutive working days of leave, including holidays, for which they would otherwise be without pay. Eligibility for additional increments of 20 working days will be based on re-certification of the disability by the physician. Separate applications are required for additional increments and for each separate illness or recurring diagnosed illness or accident. Applications are submitted to the supervisor for endorsement who then forwards the form to the Human Resources Office.

Human Resources Office verifies that the employee is eligible for donated sick leave and announces the need for donation of sick leave for the affected employee. Interested donor(s) complete(s) the Application for Donation of Sick Leave form stating the amount of sick leave to be donated and submits the form to the Business Office for verification of eligibility and availability of sick leave hours. Business Office returns the form to Human Resources Office for distribution.

### a) Limitations

- Donated sick leave may only be used by the indicated eligible employee during the specified period requested.
- The maximum amount of donated sick leave that may be requested by an employee is limited to six months per fiscal year.
- An employee may donate no more than 30 sick leave days (240 hours) per fiscal year. Only sick leave hours may be donated.
- Donations of sick leave are non-returnable once donated and officially approved.

## 6.0 Definitions

**Catastrophic health condition:** major debilitating illness or accident which requires long-term care or recovery and prevents the employee from working.

**Donated sick leave:** sick leave voluntarily donated by an employee to another who has a catastrophic health condition.