

SUPPORT STAFF SICK LEAVE DONATION

Effective July 1, 2001, a sick leave donation policy shall be implemented. All **contracted** Camdenton R-III classified personnel who qualify under the sick leave and personal leave policy, GDBDA, will be covered under this plan.

The incentive sick leave donation policy shall be implemented using the following guidelines:

1. Unused sick days will accumulate as sick leave. Unused personal leave days will accumulate as personal leave up to a maximum of five days; after five personal days have accumulated, all future personal leave days will accumulate as sick leave days.
2. Of the 11 days that are given for sick leave and personal leave, any classified employee may donate up to five days annually to another classified employee who has used up all of his/her sick leave days for unusual and lengthy absences due to serious illness or accident.
3. No recipient of donated sick leave days may accept and use more than 90 such days in any one school year.
4. In order to request assistance, the employee must have used all of his/her sick leave days plus five consecutive days. In certain instances, absences resulting from an ongoing critical illness/disability need not be consecutive after the initial five-day loss of pay is satisfied (example: chemotherapy). The need for such an arrangement must receive prior approval by the School Board.
5. Donations must be deducted from current year's available leave days before accumulated leave days from previous years may be used.
6. Application for use of the sick leave donation policy shall be made to the superintendent or designee in writing.
7. Employees who have met all requirements and have completed designated employment periods in the Camdenton R-III School District may draw days from policy as follows:
 - a. Beginning first-year employees and employees beginning their second year of employment -- 30 days.
 - b. Employees beginning their third year or fourth year of employment -- 60 days.
 - c. Employees beginning their fifth year of employment and above -- 90 days.
8. Donations of sick leave days will not reduce the donor's on-the-job incentive pay.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/01/2001

Revised: 03/27/2006; 10/22/2007; 02/14/2011; 06/11/2012

Camdenton R-III School District, Camdenton, Missouri