

APPLICATION FOR PERSONAL LEAVE DONATION

When a bargaining unit member has used all available paid leave days and needs donated days due to their own critical illness or injury, the following procedure will be implemented:

- a. The bargaining unit member will notify the Association of the need for sick days. This program will not begin until initiated by the bargaining unit member. The Association will notify the Director of Licensed Personnel of the request.
- b. The Association will solicit days from the bargaining unit.
- c. Payroll will process the days as instructed by the District after reviewing the information from the HEA President.

GUIDELINES FOR PERSONAL LEAVE DONATIONS

In consideration of extenuating circumstances surrounding the present needs of said individual, donation of personal leave days from HEA members will be approved with the following understanding, conditions, and limitation:

- a. All contributions of personal leave days are irrevocable.
- b. All contributions to the bank are voluntary. The District shall be defended and held harmless from any claim arising from honoring the "pooling" in this matter.
- c. Each association member who volunteers to donate their personal leave day must sign a waiver indicating they are forfeiting their personal leave day for that school year.
- d. Association members from any building in the District may contribute to this bank.
- e. The District is not responsible for any personal tax liability that may be incurred by the donating employee or receiving member should any liability arise.
- f. The maximum number of days that may be collectively donated by association members (at a rate of one day per individual member) is 45 (or the number needed to get the employee to long term disability, whichever is less, minus accrued sick leave).
- g. Collectively, if the association members donate more than the total number of days said employee is in need of, a random drawing will be conducted by HEA to determine the members who will donate their personal leave day.

Association members whose names are not drawn will not donate days.

Items "a" and "c" do not apply to members not selected to donate days.