

**SUMMERS COUNTY BOARD OF EDUCATION**

**ADOPTED: 11/14/07**

**CODE: IV-J-10**

**REFERENCE: WV Code 18A-4-10f, Minute Book**

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**SICK LEAVE DONATION POLICY**

The purpose of the Sick Leave Donation Policy is to allow Summers County Board of Education employees, who have accumulated personal leave days, to donate those days to another employee who has suffered a long term personal illness, injury or incapacitation, or who must provide care to an immediate family member.

West Virginia Code 18-A-4-10f states in part that. ....Generally speaking, a leave donation program is one that allows an employee to transfer accrued personal leave to the personal leave account of another employee who has exhausted all accrued personal leave, is not eligible to receive leave (or any more leave) from the personal leave bank, and requires additional personal leave because of a medical or physical condition that incapacitates the employee or an immediate family member for whom the employee will provide care. The county board may not limit the number of days that one employee may transfer to another employee who is his or her spouse, nor may it limit the total number of personal leave days an employee receives under the program. However, the board is allowed to limit the number of days a donor employee transfers to an employee who is not his or her spouse. All donations must be voluntary, with the donor selecting the recipient. Each donated day must be credited to the receiving employee as one full personal leave day, and must be used only for an absence due to the reason for which the leave was transferred. Transferred days remaining when the catastrophic medical emergency ends revert back to the donor.

Based on provisions of W. Va. Code 18-A-4-10f stated above, the Summers County Board of Education will allow its employees who have accrued personal leave to donate days from their leave balance, without limitation, to another employee who meets the requirements of the Code.

The employee donating personal leave days must complete the Sick Leave Donation form to donate days to another employee and have the form approved by the Business Manager. Once these days are donated, the employee relinquished all claims to said days.

