

#### 4.34 SICK TIME POOL

1. The Niles-Maine District Library's ("NMDL") Sick Time Pool is intended to provide a pool of donated time from which employees with a catastrophic illness or injury may draw time in times of need. This policy allows employees to donate accrued, unused sick time to employees who would otherwise need to take leave without pay because of major illnesses /injuries. Employees who donate their leave ("Leave Donors") must obtain the approval of the Executive Director before donating leave to the pool and may not direct their donation toward a specified employee.

2. Employees may donate time once per calendar quarter in an amount not exceeding fifteen (15) hours. Donations will be made by filling out the donation form and submitting it to the Executive Director for approval. Leave Donors must reserve a minimum of five (5) sick days for their own needs. Under special circumstances, employees may be allowed to donate more leave, such as during the final year of employment.

3. Once time is donated to the Sick Time Pool, the time will not expire or have a limit.

4. Employees are eligible to request donations of leave if they are experiencing a catastrophic illness or injury or are caring for a family member (spouse, child or parent) experiencing a major illness or injuries. An illness or injury is considered "catastrophic" if it poses a threat to life and requires inpatient, hospice, or resident health care. Examples of major illnesses include heart attacks, cancer, and injuries suffered in serious auto accidents.

5. To be eligible to request donations of leave, an employee must have:

- worked for NMDL for a minimum of one year; and
- exhausted all earned leave available to him or her.

6. Any employee may make written application to become a leave recipient. The employee should state the reason donated leave is needed, a description of the nature, severity and anticipated duration of the medical condition, and if it is a recurring one, the approximate frequency of the occurrence. Supporting documentation from the treating physician will be required. An application must demonstrate that the leave donation is needed because of the employee's absence from duty, without available paid leave. To continue to be eligible for leave from the sick pool, any employee eligible for short term disability benefits must apply for those benefits once eligible.

7. Any such donated leave will be paid at the recipient's normal compensation rate. Leave donated from the sick pool will be coded as vacation in the payroll system and noted as coming from the sick pool. This leave is not eligible for payout upon termination of employment. Recipients are not eligible to receive cash compensation in lieu of paid time off. Employees making application to the leave bank must do so within 30 days of the day the medical emergency occurs or when the donee's paid time off expires, whichever is first. Should the recipient receive leave time from the bank which is not utilized during the donee's leave, this time will be returned to the bank. Donees will not receive donations from the bank in a manner that would raise their wages above their normal compensation rate.

8. Information about employees needing to borrow leave will not be revealed by NMDL. The amount of leave in the leave bank will be publicized on a quarterly basis.

*Adopted by the Niles-Maine District Library Board of Trustees 8.21.19; Revised 10.16.24*

**Leave Transfer Form**

Employee Name:

\_\_\_\_\_

Current sick leave balance

\_\_\_\_\_

I would like to donate \_\_\_\_\_ hours of my sick leave

Sick Leave balance if transfer is approved:

\_\_\_\_\_

I understand that I cannot revoke this donation, but that any unused leave will be returned to the bank.

Employee Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Approved by:

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_