

SICK TIME DONATION FORM

RECIPIENT EMPLOYEE: _____

DONOR EMPLOYEE: _____

SICK BANK HOURS DONATED: _____

The University shall grant an employee's request to voluntarily donate his/her accumulated sick time to other employees of his/her choice in the bargaining unit under the following conditions:

- (a) the donor-employee and the recipient-employee must be post-probationary employees;
- (b) the donor-employee shall make his/her request to Human Resources on an executed written authorization form;
- (c) once the written authorization form is executed, the donation may not be revoked by the donor-employee;
- (d) at the time of the donation the recipient-employee must have no accumulated sick time hours, personal time hours or more than one week of vacation time;
- (e) at the time of the donation the recipient-employee must be absent from work due to the recipient-employee's non-work related illness or disability, which is serious and/or catastrophic in nature ("serious and/or catastrophic" shall mean a disabling physical or mental illness, injury, or condition that involves inpatient care in a hospital, a nursing home, or hospice, or outpatient care requiring continuing treatment or supervision by a physician, e.g. AIDS, cancer, major surgery, but excluding a disability resulting from the birth of a child unless complications occur as a result which convert such disability into a serious and/or catastrophic illness);
- (f) donations by the donor-employee to the recipient-employee must be in increments of no less than one full day, except that in the case of a Facilities employee donating such donation will be an eight (8) hour day;
- (g) the recipient-employee may receive up to a maximum of forty (40) days of sick leave under this paragraph in any consecutive twelve month period at his/her straight-time rate of pay;
- (h) the donor-employee may give up to a maximum of 10% of his/her banked sick time hours per fiscal year, and such donation shall be charged against the donor employee at his/her straight time rate of pay;
- (i) if the recipient-employee dies before returning to work and he/she has not used any or all of the donated sick time as of the date of his/her death, the unused donated sick time shall be donated to a charity designated by the Union in the name of the deceased; and if the recipient-employee returns to work before using any or all of the donated sick time, the donated unused sick time shall remain credited to the recipient-employee.

I understand and agree with these conditions and I wish to make the above donation.

Signature of Donor-Employee

Date