

## **DONATION OF SICK LEAVE**

Under the provisions of the Master Agreement between the Board and the Association, the Tiffin City Board of Education and the Tiffin Education Association have agreed to establish a sick leave pool.

The purpose of this pool is to allow individual employees to donate up to a maximum of five (5) days of their accumulated sick leave to an individual who has experienced a personal catastrophic illness or injury or to an individual whose family member has experienced a catastrophic illness or injury and been approved by the sick leave pool committee.

### **GUIDELINES FOR DONATION OF SICK LEAVE**

1. Anyone making a donation must have accumulated at least forty-five (45) days of sick leave.
2. Sick leave will be deducted from the total accumulation of the donor at the time the leave must be used.
3. Donors may donate any number of days up to a total of five (5) days to the sick leave pool. Part-time employees may donate up to five (5) days, prorated to two and one-half (2.5) days.
4. Names of donors to the sick leave pool will be kept confidential.
5. Unused sick pool days will be held in a sick leave pool bank for future use.
6. A sick leave pool will be established only to meet a specific request.

I have read the above information and agree to donate \_\_\_\_\_ days to the sick leave pool for \_\_\_\_\_.

Name of employee receiving donation  
(Name may be withheld upon request.)

I currently have a total of \_\_\_\_\_ days of accumulated leave.

\_\_\_\_\_  
Name of employee making donation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date