

## PATRICK COUNTY PUBLIC SCHOOLS SHARE LEAVE

The following regulations are required for this policy:

1. Employees of the Patrick County Public Schools, who receive sick leave, may transfer no more than 3 sick leave days per year to other employees who are currently eligible for sick leave.
2. Employees desiring to transfer (donate) sick leave days to another employee must complete the "request for Transfer of Sick Leave Days" and submit the form to the employee's supervisor. The Superintendent will provide final approval.
3. An employee will be eligible to receive a transfer of sick leave days when all of his/her available leave (sick, personal, and vacation) is depleted.
4. Once an employee transfers (donates) sick leave days to another employee, the donated days remain credited to the recipient, even if not actually used, for that fiscal year. All unused donated leave left at the end of the fiscal year is no longer valid.
5. The "Request for Transfer of Sick leave Days" must be executed and submitted by the donor within ninety (90) days prior to submissions of any correspondence or intent to terminate his/her employment with the school system.
6. Employees may receive no more than 20 days of donated leave per occurrence. Any unused donated leave cannot be carried forward into the next fiscal year.
7. Employees receiving share leave must have a documented extended illness (i.e. pregnancy).
8. For the purposes of classification shared leave is considered sick leave, as defined in Policy GCBD-R.
9. Employee may only apply for shared leave once every three (3) years of employment.
10. Employee must be on unpaid leave for five (5) days prior to receiving shared leave.
11. Employee will need to have a minimum of 20 leave days in order to donate days.
12. Shared leave is subject to approval of the annual budget.

Approved: March 13, 2000  
Revised: May 13, 2010  
May 12, 2011

(PCSB)

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