



WNCC Administrative Procedure

Title:	Transfer of Sick Leave
Division:	Human Resources
Category:	Personnel
Reference:	BP-417 (Leave)
Number:	AP-417.01
Date of Approval:	May 28, 2025
Approval:	Greg Dart, President

Purpose

This procedure establishes a process for full-time employees to voluntarily donate a portion of their accrued sick leave to assist other WNCC full-time employees who are unable to work due to personal illness or injury or are caring for a family member

Scope

This procedure applies to all full-time employees at all locations.

Definitions

CHRO – Chief Human Resources Officer

Donating Employee – The employee who voluntarily transfers a portion of their accrued sick leave to an eligible colleague. A donating employee must be an active employee who has not yet submitted a letter of resignation or retirement.

Family member – For purposes of this policy, a family member is defined in accordance with the Family and Medical Leave Act (FMLA) Fact Sheet 28B as a spouse, child, parent, or any individual standing in loco parentis.

Procedure

A circumstance may exist where an employee with a sufficient accrued balance of sick leave voluntarily chooses to transfer a portion of their sick leave balance to another employee who has a documented need for sick leave but has exhausted all leave options available to them. In these circumstances, the Chief Human Resources Officer (CHRO) or designee may determine eligibility

for sick leave transfer and the extent of sick leave that may be transferred on a case-by-case basis and based upon medical need as determined by a licensed healthcare provider. Sick leave transfer is not a guaranteed benefit and may not be available at all times or for all situations.

The maximum amount an employee may receive in donated sick leave is 90 days or 720 hours per calendar year. Recipients shall continue to accrue leave and service while utilizing donated sick leave in accordance with the provisions of Board policy.

Eligibility

- A. To receive sick leave donated by another employee, the following criteria must be met. The recipient must:
 - 1. be a full-time employee,
 - 2. have used (or have scheduled to use) all accumulated sick leave, personal leave, vacation leave, and compensatory time,
 - 3. have a continuing disability resulting from personal illness or injury and be unable to work or care for an eligible family member, and
 - 4. not be receiving any other form of compensation including social security disability benefits, long-term disability benefits, or workers' compensation benefits.
- B. Full-time employees may donate sick leave to other full-time employee regardless of classification. To donate sick leave to another full-time employee, the donating employee must have a current balance of 40 days or 320 hours of sick leave. In addition, the donor must agree to donate a minimum of 1 day or 8 hours of accrued sick leave. The maximum amount of sick leave an employee may donate for any individual donation at one time shall be 15 days or 120 hours. However, an employee may donate more than one time to a single individual if the donating employee maintains an accrued balance of at least 35 days or 280 hours of sick leave.

Requesting Sick Leave Donation Assistance

Employees requesting sick leave donation assistance shall first contact their supervisor. Once the employee has notified their supervisor, the employee may formally request assistance from the CHRO or designee, who will review the request for eligibility and assist the employee in processing their request.

Employees are prohibited from directly contacting or soliciting other employees for the purpose of persuading or compelling employees to donate leave. Direct solicitation may result in the request for donation being denied.

Employees who are interested in making a donation of sick leave, should contact the Human Resources Office.

Process

Prior to initiating a request for sick leave donation, an employee must provide the following to the Human Resource Office:

1. All necessary FMLA paperwork to the Human Resources office.
2. A completed "Request to Implement Transfer of Sick Leave" form.
3. Documentation from a licensed healthcare provider verifying that the employee or their immediate family member has a serious health condition that prevents the employee from working.

When a sick leave donation comes forward, the following steps will be followed:

1. The donating employee (donor) will complete a "Sick Leave Donation Agreement" form stating the name of the recipient and the amount of leave being donated.
2. Following all verification that (a) the recipient is eligible to receive donated sick leave and (b) the donating employee is eligible to make the donation, the CHRO or designee shall be authorized to approve or disapprove the request.
3. The "Sick Leave Donation Agreement" will be date and time stamped in the order in which it is received. This will determine the order in which sick leave will be deducted from the sick leave balances of donors where there are multiple donors for a single individual.
4. Copies of the "Sick Leave Donation Agreement" will be placed in both the donor and recipient's personnel files. The Human Resources Office will retain the original form.
5. The recipient will be notified of the amount of leave that has been donated.
6. Before the initial transfer of leave is completed, the Human Resources Office will verify that the recipient or immediate family member has provided current certification from their healthcare provider that they continue to be unable to work. A current medical certification may be required prior to the transfer of sick leave for subsequent days of donated leave.
7. Prior to deducting leave from a donor, the Human Resources Office will verify that the donor has at least 40 days or 320 hours of accumulated sick leave. If the donor does not have the requisite 40 days or 320 hours, the leave donation request shall be voided.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

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Sponsoring Division:	Human Resources