I. Purpose

Lakes International Language Academy (“the School”) recognizes that employees may have a medical emergency, resulting in a need for additional time off in excess of their available sick leave. To help address this need, all eligible employees will be allowed to donate accrued paid sick days from their unused balance to a general Leave Bank. Other workers in need of additional paid sick leave, can request extra sick-leave in accordance with the policy outlined below. Participation in sick leave donation is strictly voluntary.

II. Eligibility

A. Employees must be employed with Lakes International Language Academy.

B. Employees who would like to make a request to receive donated sick leave from the Bank must have a situation that is a medical emergency.

Medical emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all sick leave available. An immediate family member is defined as a spouse or domestic partner, child or parent.

III. Donating Sick Leave

A. The donation of sick leave is strictly voluntary.

B. Employees who would like to donate sick leave are required to complete a Sick Leave Donation form and submit it to Human Resources personnel.

C. Donated sick leave will go into a Leave Bank for use by eligible recipients. Human Resources personnel are responsible for tracking Leave Bank donations and use.

D. Recipient identity will not be disclosed to donating employees.

E. Sick leave donation is valued in day increments, without regard to the dollar value of the donated or used leave.

F. The maximum number of sick days that an eligible employee may donate is 29 days or no more than 50 percent of the employee's current balance.

G. Employees cannot borrow against future sick leave to donate.

H. Employees currently on an approved leave of absence cannot donate sick leave.

I. Employees who receive termination notices or notices of nonrenewal of terms of employment may not donate their unused sick leave.

IV. Requesting Donated Sick Leave

Amended: 12/08/2020
National Emergency Sick Leave Donation

A. Employees who would like to request donated sick leave are required to complete a Sick Leave Donation Request form and submit it to Human Resources personnel.

B. The maximum number of sick days that an eligible employee may receive is 10 days, per request.

C. Requests for donated sick leave must be approved by Human Resources personnel, the employee's immediate supervisor and the Executive Director.

D. If the recipient employee has available sick leave in his or her balance, this leave will be used prior to any donated sick leave. Donated sick leave may only be used for time off related to the approved request.

V. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

VI. This Policy will be in effect through January 15, 2021.

VII. This Policy is subject to change in accordance with State and Federal response to the State and National State of Emergency.

Adopted: 03/16/2020
Amended: 12/08/2020