



Independent School District #38

School Board Policies & Procedures Manual

411 DONATION OF EMPLOYEE LEAVE

Employees of the Red Lake School District #38 may donate leave to another employee under the following circumstances.

1. An employee may only donate sick leave to another employee. Donation of personal leave or vacation leave will not be allowed.
2. The employee receiving the sick leave may use the leave in accordance with current sick leave policy.
3. Employees represented by the MSEA Union and other non-licensed employees may donate no more than 20 hours of sick leave to an individual employee per year within the same union or group.
4. Employees represented by Education Minnesota - Red Lake and Principals Association – Red Lake, may donate no more that 3 days of sick leave to an individual employee per year with in the same union or group.
5. Donation of leave is not allowed between different collective bargaining agreements or groups.
6. An employee may only receive donated leave once the employee has exhausted all of their other accumulated leave (sick leave, personal leave and vacation leave).

Adopted: September 15, 2004

Amended: February 23, 2022