

PAID LEAVE TRANSFER

This policy is voluntary and under no circumstances shall an employee be forced to participate in the paid leave transfer program.

Employees having earned paid leave in excess of 120 hours may transfer paid leave hours to another full-time employee entitled to earn paid leave, if the receiving employee is out of paid leave or it is determined they will be out of paid leave prior to the end of an illness. Paid leave may only be transferred in eight (8) hour increments. Transferred hours not utilized by the employee will be not returned to the employee transferring the hours.

Transferred paid leave may only be used for personal illness of the employee receiving the hours. Hours may not be transferred to an employee that is on long-term disability or other programs designed to provide the employee with income due to illness or disability. No more than 160 hours or the number of hours need to be eligible for disability programs, whichever is less, may be transferred to an employee during any 12 month period.

Transferred hours will be deducted from the giving staff member's accumulated paid leave upon filling out and turning in to the personnel office the required form. Transferred hours may not be reclaimed at a later date.

This policy is designed to allow employees to help employees over short-term financial problems caused by loss of income due to illness. This policy may be curtailed for an employee or group of employees by the superintendent of schools if it is determined by the superintendent the policy is being abused by an employee or group of employees.

Due to different pay levels of various employee groups, employees transferring paid leave to a more highly paid employee group shall not transfer more than eight hours per year per employee.

Adopted September 19, 2007