

Camden County Library District Policy Manual

Section 1. Employees

Subsection 16. Sick Leave Fund

POLICY

Benefit-eligible, non-probationary library employees may qualify for leave from a shared fund. The fund provides a possible source of Sick Leave to any eligible employee who has sustained a catastrophic illness or injury or whose immediate family member has sustained a catastrophic illness or injury. Catastrophic illness or injury is defined as a condition considered to be life-threatening or which has the likelihood of serious residual disability affecting the mental or physical health of the employee or an immediate family member and requiring the services of a physician. A catastrophic illness or injury may require lengthy hospitalizations, necessary surgery requiring a lengthy recovery, and/or an on-going treatment regimen requiring frequent time off from work. Immediate family member is defined as the employee's spouse, domestic partner, parents, and dependent children.

The Sick Leave Fund is not intended to cover any other types of absences for which an employee has insufficient leave. An employee applying to draw leave from the Sick Leave Fund must have first exhausted all earned Sick Leave, Vacation Leave, Personal Leave, and Holiday Leave before being awarded Sick Leave.

Any employee who is eligible to earn Sick Leave leave may choose to donate a portion of his or her accrued Sick Leave to the Sick Leave Fund. Leave may not be donated to the Fund upon retirement, resignation, or termination of employment. Donated leave becomes the property of Camden County Library District and may not be targeted by the donating employee for specific individuals. Donated hours do not qualify as a charitable gift under the IRS code and cannot be declared on income tax returns.

All donations to and awards from the Fund will remain confidential.

If the sick leave fund has a zero balance, no awards will be given.

PROCEDURES

Donating Leave:

1. Employees may donate up to 80 hours of Sick Leave per year, provided they retain the equivalent of two weeks leave in their sick leave.
2. Personal Leave, Holiday Leave, Vacation, and Funeral Leave may not be donated to the Sick Leave Fund.
3. Leave may be donated to the Fund anytime during the year.

Applying for Sick Leave:

1. Applications for using the Sick Leave Fund should be submitted in writing to the employee's immediate supervisor to ensure the absence is approved. The supervisor will forward the request to the Business Manager.

Awarding Shared Leave:

1. The Business Manager or Director will evaluate each request for Sick Leave Fund use and make the approval decision.
2. Donated hours are paid at the base salary rate of the receiving employee.
3. Employees using Sick Leave Fund will continue to receive their regular benefits. Applicable taxes will be withheld, and standard employee deductions will continue to be made during the period the Sick Leave is being used.
4. Employees receiving workers' compensation benefits are not considered to be in an "unpaid" status and are therefore not eligible to receive donated leave for the purpose of supplementing statutory workers' compensation benefits.
5. Determination of the awarded amount may depend on the amount of leave in the Fund and the number of pending applications at the time of the request.
6. An award from the Sick Leave Fund does not guarantee protection beyond FMLA.