
6-5 Sick Leave – Leave Sharing/Donation Policy

Employees who would like to request donated paid sick leave must submit a Paid Sick Leave Request Form with supporting documentation (e.g., a note) from a physician or qualified medical practitioner to the Human Resources Department. Requests for donated paid sick leave must be approved by the Human Resources Department, the employee's immediate supervisor, and the President. If the recipient employee has paid leave in their available leave balance, this leave will be used prior to any donated paid sick leave. Donated paid sick leave may only be used for leave related to the approved request. Employees who receive donated paid sick leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act. Donated sick leave will be used per pay period, in the order the approved request form was received, and upon donated sick leave bank availability. If there are no hours in the donated sick leave, the recipient employee will use leave without pay if such is approved by UTTC.

Employees will not be paid for available sick leave upon termination of employment.

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