

## DONATION OF LEAVE

Any employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of this school district or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the deputy superintendent for operations or his designee in writing of his or her designation.
2. The amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.
4. Before an employee may receive donated leave, he or she must provide the Office of the General Counsel with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. If the description of the injury or illness does not align with the definition of catastrophic as defined below, the leave will be denied.
5. If the total amount of leave that is donated to a recipient employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro-rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
6. Donated leave shall not be used in place of disability retirement.

For the purposes of this policy, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

**“Catastrophic injury or illness”** means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the school district for the employee.

Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and measles, and common injuries, are not catastrophic.

Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic.

“Immediate family” means spouse, parent, stepparent, sibling, stepsibling, child or stepchild, and grandparent.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. § 37-7-307

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