

## 6113 Leave Sharing & Donation Policy

### 1. Policy

Maeser recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary and does not affect any employment decisions including compensation, bonuses, and/or advancement..

### 2. Eligibility

Employees must be employed with Maeser Prep for a minimum of one year to be eligible to donate and/or receive donated sick/personal time. Any received time off under this policy will be included in the receiving employees taxable income.

### 3. Guidelines

a. Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets the following criteria:

#### i. Medical Emergency

1. A medical condition of the employee or an immediate family member that requires the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

#### ii. Major Disaster

1. Declared by the President of the United States under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or; 2. A major disaster or emergency declared by the President of the United States pursuant to 5 U.S.C. section 6391 for federal government agencies. 3. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

### 4. Donation of Sick/Personal Time

- a. The donation of sick/personal time is strictly voluntary.
- b. Donated sick/personal time will go into a leave bank for use by eligible recipients.
- c. Recipient identity will not be disclosed to donating employees.
- d. The donation of sick/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- e. The minimum number of sick/personal hours that an eligible employee may donate is 4 hours per calendar year

- f. The maximum number of sick/personal hours that an eligible employee may donate is 40 hours, or no more than 50 percent of the employee's current balance.
- g. Employees cannot borrow against future sick/personal time to donate.
- h. Employees will be given the opportunity to donate sick/personal time annually during the benefits open enrollment.
- i. Donated sick/personal time is deducted from the employee's balance during the pay period donated. A donation is irrevocable.
- j. Employees who are currently on an approved leave of absence cannot donate sick/personal time.

#### 5. Requesting Donated Sick/Personal Time

- a. Employees who would like to request donated sick/personal time are required to complete a Donation of Sick/Personal Time Request Form and submit it to human resources.
- b. Requests for donations of sick/personal time must be approved by human resources, the employee's immediate supervisor and the Director.
- c. If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request. Any donated sick/personal leave time not used for the approved purpose will be returned to the donated leave pool.
- d. Employees who receive donated sick/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- e. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

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