

**LONG BEACH CITY COLLEGE ACADEMIC  
EMPLOYEE SICK LEAVESHARING POOL  
DONATION POLICY:**

This is a voluntary program and written authorization is required. All employee earned fully paid leaves such as sick leave and discretionary leave days must be used prior to using donated sick leave. ***LBCCFA will be the solicitor of requests for donations.***

1. An academic employee may donate sick leave to another academic employee who is unable to work because of a serious health problem or to the Sick Leave Pool. Maternity leave is excluded from participation.
2. The recipient of the donated leave must have a serious health problem that has or will cause him/her to miss 10 or more consecutive days of work with a physician's written notification (on file in the Human Resources Office) that the employee is unable to work.
3. Employees may donate to an individual or to the Pool no more than 40 hours of contract and/or hourly sick leave per fiscal year. These donations must be in increments of at least one hour.
4. Employees must preserve a minimum of 80 hours contract in their account, unless they are retiring.
5. Employees may donate 40 hours contract and/or 40 hours of hourly sick leave at the time of retirement or resignation in addition to whatever hours he/she had donated during the school year.
6. Employees may request a maximum of 135 hours existing in the shared pool per fiscal year (if fewer than 135 hours exist in the pool, they may request the entire amount). Additional contract and/or hourly sick leave may be donated through individual donation requests.
7. Donations to individuals will be credited to the designated employee. If the number of hours are donated beyond which the employee needs, the excess hours shall be donated to the Sick Leave Pool.
8. An LBCC REQUEST TO DONATE OR RECEIVE ACADEMIC SICK LEAVE Form must be completed. These forms are available online. Completed forms should be returned to the Sick Leave Sharing Committee Chair (LBCCFA President) for review and approval.
9. Upon approval by the Sick Leave Sharing Committee, a notification of approval will be sent by the committee to the Payroll Accounting Manager. Verification of the transfer of leave will be sent to the donor.
10. A Sick Leave Sharing database will be maintained by the Payroll Accounting Manager.
11. Any sick leave sharing issue that may arise but is not clearly defined above, will be subject to the decision of the Sick Leave Sharing Committee.

*Approved by Academic Employee Sick Leave Sharing Committee: (LBCCFA President or Executive Board Designee, in addition to 2 other Representative Council members.*

