

### 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 a return to work. If the description

align with the definition of catastrophic as defined below, the

it is donated to a recipient employee is not used by the recipient  
donated leave shall be returned to the donor employees on a pro-  
of the number of days of leave donated by each donor employee  
leave donated by all donor employees.

and in place of disability retirement.

ing words and phrases shall have the meaning ascribed in this  
ise:

e-threatening injury or illness of an employee or a member of an  
capacitates the employee from work, as verified by a licensed  
st all leave time earned by that employee, resulting in the loss of  
e 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

DATE: November 16, 1998

AMENDED: October 18, 2004  
August 4, 2020  
August 3, 2021

REVIEWED: May 26, 2006