



**CENTRAL CONSOLIDATED SCHOOL DISTRICT**

*“A Community of Learners Dedicated to Building Lives”*

CCSD Complex • Human Resources Department

P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1018

**VOLUNTARY SICK LEAVE DONATION AUTHORIZATION FORM**

This form is an authorization form for a one-time, irreversible, voluntary donation of sick leave hours to the new temporary COVID-19 Emergency Paid Sick Leave Fund. There are several employees with excess sick hours that have requested whether they may donate their sick leave hours to other employees. As of December 31, 2020, the Families First Coronavirus Response Act emergency paid sick leave will no longer be available. Many CCSD employees have been affected by the COVID-19 virus, and there will continue to be leave needs until the pandemic is over.

- Since it will not be possible for an employee to donate their sick hours to a specific employee, this sick leave fund will give all employees the same eligibility requirements.
- When the pandemic is over, any remaining sick leave hours in this fund; if any, will be rolled into the CCSD Sick Leave Bank and will be subject to the sick leave bank policies already in place.
- All leave hours are tracked and controls are in place between Human Resources and Payroll for accountability.

**Eligibility:**

1. An employee must have worked as an employee 30 business days or more
2. Leave must be for COVID-19 related (infections, isolation and quarantines) and meet the same requirements of [Families First Coronavirus Response Act](#) (Same as it was for the Federal Law)
3. Must not be able to perform work duties remotely.
4. If the days needed are less than 10 days the lesser amount only will be allowed.
5. Employees will not be eligible if not following CCSD safety protocols.

**Other Qualifications:**

1. Employees do not have to use their accrued leaves to be eligible.
2. Employees that have had COVID leave will be eligible for up to 10 days paid sick.
3. All employees that meet the requirements will also be eligible for up to 10 business days.
4. Employees that have more than one COVID related leave need after January 1, 2021, it will be reviewed and approved on a case by case basis.
5. CCSD will not be obligated to provide leave if the fund is depleted

**Your signature below is an agreement that you understand that your donation is a one-time, irreversible voluntary donation. Also, that your donation is non-refundable and non-transferable. You will also maintain 10 days of sick leave balance.**

**Name printed:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your sick leave balance:** \_\_\_\_\_ (on your check stub)

**Number of days to donate:** \_\_\_\_\_

**Return form to Arielle John at [johnar@centralschools.org](mailto:johnar@centralschools.org)**

**THANK YOU FOR YOUR DONATION.**

**YOUR DONATION IS VERY MUCH APPRECIATED!**