# PARISH OF CADDO
## Department of Human Resources

## Sick Pool Donation / Request Form

### *Authorization to Donate*

| DONOR NAME (PLEASE PRINT) | EMP. NO. | DEPARTMENT | HIRE DATE |
|---|---|---|---|
| | | | |

**TOTAL HOURS DONATED:** _____ **CURRENT BALANCE IF KNOWN:** _____

☐ I authorize the Parish of Caddo to deduct the sick leave donation amount from my sick leave accrual balance and apply it to the Parish of Caddo Sick Leave Pool as shown. I understand that I must donate 8 hours each year to be eligible in the next year.

☐ I decline my option to donate to the Parish of Caddo Sick Pool. I understand that I must donate 8 hours each year to be eligible in the next year.

_____ _____

**DONOR'S SIGNATURE** **DATE**

### *Request for Donation*

| RECIPIENT NAME (PLEASE PRINT) | EMP. NO. | DEPARTMENT | HIRE DATE |
|---|---|---|---|
| | | | |

| | |
|---|---|
| **ON CONTINUOUS FMLA?** ☐YES ☐NO ☐OTHER_____ | **In order to receive donated sick leave, an employee must have donated a minimum of 8 hours to the sick pool within the previous calendar year. New employees shall have 90 days from the date of hire to donate the minimum hours to be eligible to use donated sick leave in the current year.* **New employees who would otherwise qualify for Family Medical Leave but do not because of length of service, may receive up to 200 hours of donated sick leave, subject to the approval of the Department Head, Director of Human Resources, and the Parish Administrator.* |

*I request a donation of sick leave from the Parish of Caddo Sick Leave Pool. I understand that donations will be processed according to the Parish of Caddo Personnel Policy #301.D.1-5.*

_____ _____

**RECIPIENT'S SIGNATURE** **DATE**

*The following authorizations are only required when the recipient does not qualify for Family Medical Leave because of length of service, or when this is the second occurrence of requesting donated sick leave within a calendar year.*

☐Employee ineligible for FMLA
☐2nd Request
☐ Approved
☐ Disapproved

_____ _____

**DEPARTMENT HEAD** **DATE**

☐Employee ineligible for FMLA
☐2nd Request
☐ Approved
☐ Disapproved

_____ _____

**DIRECTOR OF HUMAN RESOURCES** **DATE**

☐2nd Request
☐ Approved
☐ Disapproved

_____ _____

**PARISH ATTORNEY** **DATE**

☐Employee ineligible for FMLA
☐ Approved
☐ Disapproved

_____ _____

**PARISH ADMINISTRATOR** **DATE**

# 301 SICK LEAVE

EFFECTIVE: 10/04/2018
REVISION: 10/01/2021

## Purpose

This policy establishes and contains the official guidelines and procedures of the Parish of Caddo with regard to the implementation, administration, and utilization of sick leave as applied to illnesses, accidents, on the job injuries, bereavement, and family medical leave.

## Responsibility

A. The Parish Administrator has the overall responsibility for ensuring that these policies and procedures are implemented and followed by the employees of the Parish of Caddo.

B. Department Directors are responsible for ensuring administrative compliance of this directive as it relates to employees under their supervision.

C. The Director of Human Resources is responsible for communicating, monitoring, and ensuring proper records maintenance and details of the sick leave policy.

## General Procedures

A. Sick Leave Benefits Earned

1. This policy applies to all classified, fulltime employees.

2. This policy does not apply to temporary, part-time, seasonal or employees temporarily filling in for fulltime work.

3. Sick Leave Benefits – Employees shall accrue sick leave based on a 40 hour work week as follows:

| | |
|---|---|
| 0 – 2 years of service | 3.69 hours per pay period<br>Or 96 hours, 12 days per year |
| 3 – 4 years of service | 4.62 hours per pay period<br>Or 120 hours, 15 days per year |
| 5 – 9 years of service | 5.54 hours per pay period<br>Or 144 hours, 18 days per year |
| 10 – 14 years of service | 6.46 hours per pay period<br>Or 168 hours, 21 days per year |

| | |
|---|---|
| 15 and over years of service | 7.38 hours per pay period<br>Or 192 hours, 24 days per year |

4. An employee must work or be on some form of paid leave the full pay period to accrue sick leave at the end of the pay period. Leave accrual amounts are not prorated for a partial pay period of work.

B. Condition of Payment – Sick leave shall be paid to employees for a bona fide illness or accident subject to the following conditions:

1. Employees shall notify their immediate supervisor when unable to report for work as directed by this Personnel Policy Manual and the department guidelines established by the Department Director.

2. An employee missing three or more consecutive workdays because of illness or injury may be required to furnish a doctor's excuse upon the third day in order to be paid for the first two days of absence.

3. An employee must request time off by submitting a time off request electronically in the timekeeping system.

   a. If an employee is unable to submit a time off request electronically, because the employee cannot access the timekeeping system, then the employee must notify the timekeeper in writing of the time off request.

   b. Paper time off requests will be accepted with proper documentation that an electronic time off request could not be made.

   c. If the employee fails to submit the time off request, then the employee may fail to be compensated for the missing time.

   d. Only enough leave hours to achieve a 40-hour week should be added to the time sheet. Timekeepers may adjust the hours an employee has requested in order to equal a 40-hour week dependent upon the availability of accrued time.

C. The Department Director must retain written time off requests, doctor's excuses, and other related time and attendance documentation for a period of three years and then destroy.

D. Donation of Sick Leave

1. Sick leave pool benefits are made available through voluntary donations of sick leave hours from current and retiring employees.

2. Employees may donate a portion of their accumulated sick leave to the sick leave pool for employees who qualify for continuous Family and Medical Leave or who have received an extension of their medical leave as approved by the Department Director, Parish Attorney, and Director of Human Resources (or their designees). Employees approved for intermittent Family and Medical Leave are not eligible to receive donated sick leave.

3. The employee receiving the donated sick leave must adhere to the following:

   a. The employee must request to receive donated sick leave by contacting their supervisor or the Department of Human Resources and completing a Request for Donated Leave form.

   b. Employees may request donated sick leave for instances that require absence from work of at least five continuous days per illness or episode.

   c. Withdrawals from the sick leave pool may only be taken in full-day increments not to exceed the actual amount required.

   d. Employees may only request donated sick leave twice during a calendar year.

   e. If this is the employee's second occurrence of requesting donated sick leave within a calendar year, the request must be reviewed for approval by the Sick Leave Pool Committee consisting of the Director of Human Resources, the Parish Attorney, and the Department Director (or their designees).

   f. The employee must have exhausted all forms of accrued leave before donated time can be received.

   g. In order to receive donated sick leave, an employee must have donated a minimum of 8 hours to the sick leave pool within the previous calendar year. Employees must have 8 hours available at the time of donation, otherwise he or she cannot donate and will not be able to participate in the sick leave pool. Employees must donate 8 hours by December 31 of each calendar year in order to be eligible for donation during the following calendar year. Employees' donation forms must be received in the Human Resources Department no later than December 31. Donation forms received after December 31 will not be processed.

   h. New employees shall have 90 days from the date of hire to donate the minimum 8 hours in order to be eligible to receive donations during the current year. A new employee must donate an additional 8 hours by December 31 in order to be eligible to receive donation during the following calendar year. Donation

forms received in the Human Resources Department after the 90th day of employment will not be processed.

i. An employee may receive donated sick leave time up to 480 hours during any 12-month period, not to exceed 960 hours during a five-year period, and not to exceed 1,800 hours during his or her employment. Only those hours actually needed may be received and used hour for hour. Employees should understand that fulfillment of their donated sick leave request is dependent upon availability of leave in the sick leave pool.

j. Employees who are receiving benefits from a short term or long term disability plan cannot receive donations from the pool.

k. Employees who receive donated sick leave during a pay period may not accrue sick or vacation leave during that pay period.

l. Employees who have been counseled for abuse of the sick leave policy during the previous 12 months shall not be eligible to participate in the donated sick leave program.

4. The employee donating sick leave to the sick leave pool must meet the following criteria:

   a. Employees donating sick leave must maintain a base of 120 hours of sick leave except when donating the 8 hours to the sick leave pool as stated in paragraph 1f.

   b. Retiring employees may designate any number of unused sick leave hours for donation to the pool.

   c. Remaining sick leave balances left by employees who resign, retire, or terminate will be deposited into the Sick Leave Pool.

5. Employees who are eligible for sick leave, who would otherwise qualify for FMLA, but do not because of length of service, may receive up to 200 hours of donated sick leave subject to the approval of the Parish Administrator upon the recommendation of the Department Director and the Director of Human Resources.

E. Other Sick Leave Details

1. An employee's sick leave pay shall be computed based upon the employee's hourly rate of pay and regularly scheduled hours up to forty hours per week.

2. With the approval of the appropriate Department Director, sick leave may be used for emergencies that occur within their family.

3. Sick leave will continue to accrue at an employee's normal rate per pay period as long as the employee is absent on some form of paid leave other than donated sick leave.

4. Once an employee exhausts all forms of paid leave time additional sick leave no longer accrues.

5. Probationary employees may begin to use sick leave for a bona fide illness or injury as the leave accrues.

6. Once an employee's current accumulated sick leave is exhausted, accrued/unused comp time may be substituted followed by accrued/unused vacation with the approval from the Department Director.

7. Sick leave may be used for funeral leave with the approval of the Department Director.

8. Employees who are sick and off from work shall use their accumulated sick leave first before using any other accumulated leave.

9. Sick Leave Conversion – Employees hired before January 1, 2007 may convert their accrued sick leave to years of service credit with the Parochial Employees' Retirement System after reaching retirement eligibility. Employees hired on or after January 1, 2007 are not eligible to convert sick leave to service credit.

10. Termination of Employment – Employees who voluntarily or involuntarily terminate will forfeit their unused sick leave balance.