

**Side Letter Agreement
Sick Leave Donation Guidelines**

Committee Chairperson: Assistant Superintendent, Human Resources and Pupil Services
Committee Members: Three STA Representatives

1. If and when the District becomes aware that a certificated employee or family member is suffering a long-term illness or physical injury, the Payroll Department will monitor that employee's absence record and inform the STA president and the membership chairperson when that employee will exhaust all fully paid leaves. Whenever possible, the STA president and the chairperson will be informed by the Payroll Department thirty (30) days prior to the employee exhausting all paid leave.
2. The chairperson will then contact the employee (or relative or emergency contact of employee) to see if she/he wants to participate in the Sick Leave Donation Program.
3. The Sick Leave Donation Program allows eligible employees to use the equivalent of up to 40 days of donated sick leave to supplement the 100 days of half pay leave afforded by Education Code section 44983, resulting in full compensation for a portion of that leave. Upon exhaustion of up to the equivalent of 40 days of donated sick leave, the employee continues to receive half pay for the remainder of the 100-day entitlement.
4. Employees wishing to participate must be under the care and treatment of an accredited physician as per District guidelines.
5. If the employee declines, the process ends, and the chairperson will log that the employee preferred not to participate.
6. If the employee wants to participate, the chairperson will find out the following:
 - a. Expected number of days needed.
 - b. If employee works full-time or part-time.
7. The chairperson or designee shall send out a notice to the employee's requested school site(s) and if needed, entire district.
8. STA members who want to donate sick days can request a Donation of Sick Leave form from either their site office or the Human Resources Department.
9. An individual may donate a maximum of 5 sick leave days each school year. All 5 days may be donated to one individual or may be divided between two or more employees.
10. After the form has been completed, it is to be submitted to the Human Resources Department where the total number of donated days will be determined and given to the Payroll Department for processing.
11. Donated days will be accepted in chronological order of when they are received in Human Resources. Excess donated days will be returned to the donors.
12. All donors will be notified as to how many of their days were used.

SANTEE TEACHERS ASSOCIATION

SANTEE SCHOOL DISTRICT

 4-28-22



4/28/22

STA President

Date

District Representative

Date