

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-049

**SUBJECT:** Sick Leave Sharing Program

**PAGE(S):** 1 of 2

**EFFECTIVE DATE:** October 2005

**Policy:**

The purpose of the Sick Leave Sharing Program is to establish a means for employees to transfer sick leave to employees in need of additional leave after exhausting their own accrued sick leave and vacation hours due to a catastrophic illness or accident. This policy works within the limits and stipulations of all other leave policies.

**Procedures:**

A. Coverage

1. The program covers serious or catastrophic illness or injury to the employee or the spouse, parent, or child of the employee that requires care of a physician through inpatient or home health care. The condition resulting in leave must require the employee to be absent for at least 10 full consecutive workdays after exhausting their own leave benefits. Cottonwood, Inc. reserves the right to request a written statement from the attending physician stating the extent of the injury or the nature of the illness.
2. The employee must not have been disciplined for abuse of sick leave or excessive absenteeism within the last 12 months.
3. The program does not include normal pregnancy, minor illness, or conditions resulting from any occupationally related accident or illness and for which Workers Compensation benefits have been awarded.
4. Sick leave days are to be transferred directly from donor to recipient, paid at the recipient's current rate of pay.

B. Eligibility

1. All benefit-eligible employees are eligible to participate in the program as a donor or a recipient.
2. The Management Team will verify that the employee meets all criteria.

### C. Limits

1. The number of days an employee can receive through this program will not exceed 20 days in any twelve-month period. Part-time employees will be awarded prorated sick leave “days” based on the average number of hours worked per day. Employees can donate one day per request from HR but must keep a balance of no less than 20 days after each transfer.
2. Employees must not solicit leave donations from other staff for themselves or to benefit another employee. The HR Director is responsible for obtaining donations.
3. Employees who have given notice of termination or retirement may not donate or receive sick leave.

### D. Transfer Procedures:

1. Employees wishing to receive leave must initiate such requests by contacting the HR Director. The HR Director will then communicate the request to all potential donors indicating that the hours be donated in increments that comprise the recipient’s “day”. The identity of the requesting employee will not be revealed unless the employee gives his or her permission. In the event that an employee is physically or mentally unable to initiate a request through the HR department, a family member or the organization may file the request.
2. Employees wishing to donate sick leave days will complete a form and submit it to the HR Director.
3. The HR Director will coordinate the transfer of pledged days by notifying the donor and recipient of the transfer and adjusting sick leave balances accordingly in Paycom.
4. Once the hours have been transferred and processed, the donating employee cannot reclaim the hours. However, if all hours are not needed, the time will be refunded in reverse order in which the hours were received.
5. The HR Director will notify the recipient of the approval or disapproval of their request, and the number of days donated.