



NO. 2202 SICK LEAVE SHARING

- 1.0 Oklahoma City Community College (“OCCC”) has authorized the establishment of a sick leave sharing bank (“Sick Leave Sharing Bank”) to which benefit eligible faculty and staff members may donate sick leave (“Donors”) and from which benefit eligible faculty and staff members may receive donated sick leave (“Recipients”).
- 2.0 The Sick Leave Sharing Bank shall provide any available paid leave to Recipients who are suffering from a “medical emergency,” which is defined as “a medical condition that would require the prolonged absence of the employee from duty and would result in substantial loss of income to the employee because the employee would have exhausted all paid leave available.” To be eligible to receive donated sick leave, Recipients must have exhausted or will exhaust all other available leave, must have a minimum of twelve months continuous service, and must not be currently receiving any other OCCC-provided benefits, e.g. Long-Term Disability, Workers Compensation, etc.
- 3.0 Recipients must apply in writing to the Human Resources for assistance from the Sick Leave Sharing Bank during their leave or within 30 days of their return to work.
- 4.0 Human Resources shall assign employees to a three-member committee that shall have the responsibility for determining the eligibility of Recipients.
- 5.0 The following donation limitations apply to the Sick Leave Sharing Bank:
 - 5.1 Donors may donate sick leave provided the donation does not cause their sick leave balances to fall below 80 hours.
 - 5.2 Donors may only donate sick leave in eight (8) hour increments to a maximum of six (6) days (48 hours) annually. Employees who are resigning or retiring may donate sick leave up to a maximum of ten (10) days (80 hours).
 - 5.3 Recipients are limited to receipt of a maximum of 45 days (360 hours) of donated sick leave from the Sick Leave Sharing Bank per occurrence. When using donated sick leave, Recipients shall not accrue any other leave benefits such as Vacation Leave, Personal Leave, or Sick Leave.
- 6.0 Sick leave is transferable from Donors to the Sick Leave Sharing Bank to Recipients on an hour-to-hour basis irrespective of the hourly wage of the Donors or Recipients.
- 7.0 All donated sick leave shall be given voluntarily. Solicitations and campaigns for specific Recipients shall not be permitted.
- 8.0 OCCC shall maintain anonymity of Donors and Recipients.
- 9.0 Donors shall not be able to reclaim any donated sick leave. Donated sick leave cannot be reclaimed for the purpose of meeting any service credit for the Oklahoma Teachers Retirement System (OTRS).
- 10.0 Human Resources shall receive, review, and retain the medical documentation from the employee’s qualified physician(s) that will be used in the eligibility determination.

11.0 Human Resources shall develop a procedure for employees to donate or receive sick leave in accordance with this policy and applicable law.

Effective: March 9, 2021

Revised: September 24, 2021