

Subject: Charitable Sick Bank – Donation of Vacation Time Policy

Effective Date: December 08, 2006

Approved By: Board of Director

Policy: Julian Charter School recognizes that employees may experience a temporary disability or a severe family medical emergency that results in a need for additional time-off in excess of their available sick, personal, and vacation time. To address this need, all eligible employees will be allowed to donate vacation time from their unused balance to their co-workers in need in accordance with the policy outlined below. Only accrued vacation time may be donated to the bank. The Charitable Sick Bank will maintain a running balance of donated time, available to all eligible employees with approved requests. However, the bank may not award time in excess of the bank balance, regardless of the number of approved requests. The School may, at its discretion, deposit funds into the bank for future use, supplementing donations.

Donations of vacation time and awards of donated time are anonymous. Donating employees may not designate specific recipients for their donations.

Participation in the Charitable Sick Bank is strictly voluntary.

ELIGIBILITY

Employees who donate vacation time to the charity bank must have been employed with the School for a minimum of one (1) year. Employees requesting to withdraw sick time from the bank must have been employed with the School for a minimum of one (1) year.

GUIDELINES

Employees who request donated time from the Charitable Sick Bank must have a situation that meets the following criteria:

- Medically Disabled - Critical or catastrophic illness or injury of the employee that poses a threat to life and/or prevents the employee from doing any work for JCS. The employee must have already exhausted all accrued sick, personal, and vacation time before receiving a grant from the charity sick bank.
- Medically Necessary Care of a Dependent - Critical or catastrophic illness or injury of a dependent that poses a threat to life and/or requires inpatient or hospice health care. The employee must be qualified for a family leave of absence under the federal Family and Medical Leave Act, and must have already exhausted all accrued sick, personal, and vacation time before receiving a grant from the charity sick bank.

Employees who receive donated time may receive no more than 480 hours (12 weeks) within a rolling 12 month period. Donated time may only be used for time-off related to the approved request. Sick/personal time donated that is in excess of the time off needed will be returned to the bank.

Employees who donate vacation time from their unused balance must adhere to the following requirements:

- Donation minimum- 4 hours
- Donation maximum- 40 hours or no more than 50 % of your current balance
- Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off.
- Employees can not borrow against future vacation time to donate.
- Employees who are currently on an approved leave of absence can not donate vacation time.

Procedure: Employees who would like to request to receive donated time are required to complete a Charitable Sick Bank Request Form.

Employees who wish to donate vacation time to the Charitable Sick Bank must complete a Donation of Vacation Time Form.

All forms should be returned to Human Resources.

APPROVAL

Requests for donated time must be approved by the Human Resources Director and the Executive Director.

PAYMENT

Approved grants from the Charitable Sick Bank will be paid according to the normal payroll schedule, with all applicable withholdings, as funds are available in the Bank.