

Donations of Personal Leave

Agreement Guidelines

1. Requests to allow bargaining unit members to donate his/her Personal Leave for use by another member must be forwarded to the SVFT by a school union representative.
2. Only when bargaining unit members are not yet eligible to join the Sick Bank and when the member has/or will soon exhaust all accruals, will the case be considered for PL donations.
3. All requests will be forwarded from the SVFT to Central Office. Requests will be reviewed on a case-by-case basis, and the decision of the Bureau of Human Resources will be final.
4. If the request is approved, the SVFT bears the full responsibility of publicizing the program, processing the donations, and submitting the donations to Central Office.
5. Members may donate Personal Leave in full-day increments only. Days which have been donated will not revert to the employee if not used. The donation will be deducted from the donor's Personal Leave accrual at some time during the school year when the donation was made.
6. Days donated are to be used by a specific individual. These donations are non-transferable.
7. Normally, the donation program will end when the recipient returns to work.