



Temporary COVID-19 Sick Leave Donation Policy

Iowa Western Community College (IWCC) recognizes that employees may have a medical emergency, resulting in a need for additional time off in excess of their available sick time. To address this need, all eligible employees will be allowed to donate accrued paid sick leave from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary, and is only available during this current COVID-19 Pandemic.

Eligibility

Any Full-Time, Regular employee (faculty or staff) is eligible to donate their sick leave to another Full-Time, Regular employee (Faculty or Staff).

Guidelines

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

Medical emergency connected to the COVID-19 Pandemic, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse or child.

Donation of Sick Time

- The donation of sick time is strictly voluntary.
- Donations must be requested by an employee of another employee, or can be donated to another employee anonymously. Human Resources, Administration or supervisors cannot request donations on behalf of any employee.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick time.
- Eligible recipients cannot “pad” their leave bank with donations and will only be applied when their sick leave bank will become negative.



Requesting Donated Sick Time

Employees who would like to request or donate sick time are required to complete a Donation of Sick Time Request Form and submit it to human resources.

Requests for donations of sick time must be approved by human resources and must be signed by both the requestor and the donator.

If the recipient employee has available sick time in his or her balance, this time must be used prior to requesting or receiving donated sick time. Any unused donated sick time will not be returned to the donator and must be used within 90 days of the donation or be forfeited.

Employees who receive donated sick time may receive no more than 480 hours within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

This policy will remain in effect to cover the current COVID-19 pandemic and will be discontinued as deemed appropriate by IWCC Administration.