

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-06

**Eff. 2/21/12
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DONATION OF SICK LEAVE

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An eligible county employee may donate sick leave to another county employee who is suffering from an extraordinary or severe illness, injury, impairment or condition that has caused or is likely to cause the employee to take leave without pay or terminate employment. “Severe” or “extraordinary” means serious, extreme or life threatening. These terms do not include conditions associated with normal pregnancy. The employee shall obtain a certificate from the health care provider setting forth the nature of the illness, injury, condition or predicament and the expected duration of the condition.

The receiving employee must have used all forms of paid leave prior to using donated sick leave. The employee’s use of donated leave, both annual and sick leave, may not exceed 320 hours in any twelve (12) month period. Once leave is donated, it is not returnable. Leave will be donated on an hour-to-hour basis.

The donating employee may donate up to five percent (5%) of the donating employee’s accumulated sick leave per instance, but in all instances, the donating employee must maintain an accumulated balance of forty (40) hours of sick leave.

Approval of donating and receiving sick leave shall be determined by the Department Manager and the Director of Administration upon recommendation of the employee’s supervisor. Donation request forms are available from the Department Manager, the payroll clerk in the Finance and Tax Department or in the Appendix.

Definitions for Sick Leave Donation:

“County employee” means a permanent employee with over six (6) months’ continuous service with the county. It does not include employees on probationary status or employees on temporary or other limited term appointment.