

**Memorandum of Understanding between the Cleveland Metropolitan School District
And the Cleveland Council of Administrators and Supervisors
RE: Guidelines for Donating Sick Leave**

This Memorandum of Understanding (MOU) is between the Cleveland Metropolitan School District (District) and the Cleveland Council of Administrators and Supervisors (CCAS).

Whereas, the District recognizes that employees of the District are granted a specified number of sick leave days each year, and unused days accumulate without limit. The District and CCAS are cooperating with employees who wish to "donate" days from their accumulated totals to other employees who are in need of sick leave for a serious illness but who have exhausted their own supplies.

Whereas, the District and CCAS Joint Health Care Committee will continue to assess this program as it progresses. Donated sick days used by a recipient represent an additional cost to the District. Each day used costs the District 100% of the user's daily rate, funds that would not have been expended if the sick day had remained in the donor's accumulated total. For this reason, and for the protection of both the donor and recipient, the District will regulate these transactions, in cooperation with the Joint Health Care Committee.

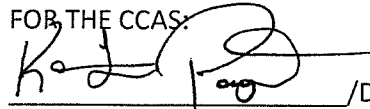
The District and CCAS agree to the following guidelines to govern the practice of donating sick days:

1. Sick leave may be donated only for a serious illness or injury of the employee or the employee's immediate family.
2. The request to donate sick days will be made only on official District forms and must be reviewed by the employee's Supervisor. Any employee may donate to any other employee.
3. For all occurrences of five (5) consecutive work days or more, recipients of donated sick days must file with the Division of Employee Services an application for medical leave, or a letter from their physician describing their condition and prognosis, or a copy of their application for disability leave. This information shall be segregated from the employee's general personnel file and will not be subject to disclosure pursuant to a public records request.
4. Completed requests to donate sick days will be reviewed by Employee Relations, which will check for medical leave or disability applications before forwarding them to the Payroll Division for processing.
5. An employee may receive an annual total of no more than 50 donated sick days.
6. The total of an employee's sick day donations to all recipients may not exceed 5 days per year with the following additional limitation:
 - a. Only employees with an accumulated sick leave balance of 15 or more days may donate more than one day per year; and
 - b. Must, after the donated days are subtracted, maintain a balance of at least fifteen (15) sick days.
7. The donation of sick days is irrevocable. Any donated days, which are not used by the recipient, will remain credited to the recipient's accumulated sick day total and will not be returned to the donor by the District.
8. Unused donated sick days will not count toward the severance pay of the recipient. The total of all donated sick days, whether used or not, will be subtracted from the recipient's sick leave balance at retirement.
9. Donated sick days will not be eligible for the cash-out process.
10. Donations to Administrator or Supervisor recipients are permitted, regardless of the classification of donor.

11. The donation of sick leave days by one employee to another is a charitable act to be undertaken at the sole discretion of the donor.
- a. No employee has a right to expect to receive donated days, and no undue pressure on employees to donate sick days to another employee will be allowed.
 - b. A third party, not by the intended recipient, must undertake solicitation of sick days.
12. The sick day donation process is a discretionary service and any employee solicited has the right to refuse.
13. This MOU expires June 30, 2023.

SIGNED AND AGREED TO BY:

FOR THE CCAS:

 /Date 4/6/2022

Kevin Payton, President
Cleveland Council of Administrators & Supervisors

FOR THE DISTRICT:

_____/Date April 6, 2022
Eric S. Gordon, Chief Executive Officer
Cleveland Metropolitan School District