

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0485.00	
Title:	Donating Sick Leave		
Baldrige Criteria:	Workforce		
Chief Executive Approval:	Effective date: 11 July 2018		
Previous Policy No:	n/a	Review Date:	June 2019
Contact Authority:	Deputy Chief Executive People Performance and Development	Status:	Current

Purpose To provide support and assist the recovery of staff that are facing serious and/or long term illness.

This policy applies to all permanent and fixed term staff and to staff who are independent contractors.

- Policy**
1. The Director People and Culture and Payroll will monitor the use and application of this policy, including all verification/approval of donating.
 2. Sick leave can be donated to another permanent staff member or a staff member on a fixed term agreement, where the donee of the sick leave, or a dependant has a confirmed diagnosis of a long term, severe or potentially terminal illness and has or is nearing exhaustion of their own sick leave entitlement.
 - 2.1. Up to 10 days can be donated per donor, per year, but the donor must have a balance of at least 20 days left available for them to take or be within 6 months of their next allocation. Additional days can be donated in exceptional circumstances, and with the approval of the Director People and Culture
 - 2.2. The days will only be taken from the donor as approved by the Director People and Culture
 - 2.3. Sick leave donations permanently reduce the donor's accrued balance or entitlement for that year, whichever is applicable
 - 2.4. Staff leaving Otago Polytechnic (e.g. have resigned or have indicated their intention to leave the Polytechnic) are not able to donate sick leave.
 - 2.5. Unused sick leave will not be returned to the donor but will remain with the donee of the sick leave
 - 2.6. The Director People and Culture on behalf of Otago Polytechnic reserves the right to approve, or not approve, the donation of sick leave on a case by case basis.
 3. The **donor** of sick leave will email the Director People and Culture and Payroll the name of the staff member to whom the sick leave is to be donated and how many days are being donated.
 4. The **donee** of donated sick leave must:
 - 4.1. Supply a current medical certificate that includes the broad nature of their or their family member's condition, indicating current status, with reference to prognosis of, anticipated date of return to full duties, and any support that Otago Polytechnic can provide to aid their recovery/rehabilitation.



5. For contractors, the value of any proposed donated sick leave, may be paid to support a contractor in serious situations at the discretion of the Director People and Culture. The leave donated will reduce the donor's leave balance.
6. Pregnancy is not considered to be an illness for the purposes of receiving donated sick leave, unless accompanied by medical reasons.
7. Sick leave cannot be donated to staff who are absent on the basis of work related stress without prior approval of the Director People and Culture and a clear return to work plan being in place.
8. Should the staff member be working with People and Culture regarding issues related to incapacity, sick leave donations will be considered by the Director People and Culture at that time on a case by case basis.
9. In extenuating circumstances donations of sick leave for a family member who is not a dependant may be granted with approval from the Director People and Culture.

Related Policy, Forms and Documents MP0484 Leave Management (includes Parental Leave)

Approved by Chief Executive
Date: 11 July 2018

