

Effective July 1, 2012, SB 2761 limits donated leave to within the school district – Donated leave is no longer allowed from or to other school districts.

This is not a Nettleton School District Policy but a state law.

This bill also states that before an employee may receive donated sick leave, the superintendent must appoint a review committee to approve illness as catastrophic as defined in legislation. (This would be catastrophic injury or illness of an employee **or** immediate family member.) Our Leadership Team has been appointed as the review committee.

If an employee wishes to receive donated leave, he/she must first get the necessary forms for completion by a licensed physician from NSD Website, Payroll Clerk or Business Manager. After the form is returned to the Business Manager or Payroll Clerk, it will be presented to the committee and employee will receive a letter of approval or denial.

If approved, employee can request Payroll Clerk to send a district wide e-mail requesting donation of leave.

If you have any questions, please call the central office.

Shelia Miller

Business Manager