

# Monmouth Regional High School

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## EATONTOWN w SHREWSBURY TOWNSHIP w TINTON FALLS

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*Superintendent of Schools*  
Maria A. Parry, CPA, PSA  
*Business Administrator/Board Secretary*

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*Principal*

Kathleen Mihalko  
*Assistant Principal*  
Salvatore Spanpanato  
*Assistant Principal*

### SICK DAY DONATION

The Monmouth Regional High School Board of Education (MRHS BOE), in accordance with the NJSA 18A:30-10, has established a sick day donation program for employees of the BOE.

#### PURPOSE

The purpose of the sick day donation program shall be to enable employees of the MRHS BOE who are entitled to sick leave under NJSA 18A:30 to draw needed days of sick leave/donated from other MRHS employees, in addition to any days to which they are otherwise entitled.

#### COMMITTEE

The sick leave bank shall be administered by a Sick Day Donation Committee (SDDC). The SDDC will be comprised of six members; the Principal, school nurse, two additional members who are selected by the Superintendent and two additional members who are selected by the MREA. In the event of a split decision, the MRHS Superintendent will cast the deciding vote. The committee members will:

1. Sign an agreement of confidentiality
2. Recuse themselves from voting if that committee member, or family member of committee member, is requesting days from the sick day donation program and
3. Be reappointed each school year.

#### PROLOGUE

There are two means in which days are obtained for the sick day donations

1. Employees may donate any number of their personal sick days to the sick day donation program during the school year once requested by the SDDC.
  - A. No sick day which is donated to the sick day donation program, prior to use, can be withdrawn by the employee who donated such sick days without committee approval.
  - B. Donation of sick days does not guarantee future sick day donations approval for any employee
2. Any employee obtaining approval to receive donated sick days will be required to donate at least one sick day to the program upon his/her return to work the following school year when personal sick days are accrued.

## PARAMETERS OF USE

Any employee of the MRHS BOE, who has depleted his/her accrued sick days may request, in writing to the SDDC, additional sick days from the sick day donation program. Certain parameters will apply for requests.

1. The request shall not be used to replenish personal sick day banks.
2. The request is to be linked to a chronic or catastrophic condition such as cancer, heart attack, stroke, etc.
3. The request should not be linked to elective surgery
4. The request should not overlap granted days under workmen's comp or family leave
5. Donation of sick days to the sick day donation program does not negatively impact a faculty/staff member's eligibility for perfect attendance status.
6. Days that are used will follow the contract of the employee (10-months, 11-month, and 12-month employees)

## PROCEDURES

The following procedures will be followed for each request.

1. An employee (or his/her designee if not able) will submit a sick day donation application (doctors verification required) to the SDDC for additional days from the sick day donation program two weeks (whenever possible) prior to his/her personally accrued sick days have been depleted.
2. When an illness is of a chronic nature, causing occasional absences of one day or less, proof of illness (via a doctor's note) shall be required for every six-month period.
3. The proof of illness must specify the nature of the illness and that it is likely to cause periodic absences from employment.
4. The SDDC will discuss each request (which includes examining previous attendance records of the person making the request) and provide written approval or denial to the employee. The decision will be made by vote (majority rules). In the event of a tie, the Superintendent will decide approval or denial of the request.
5. Any request denied by the SDDC can be appealed to the Superintendent.
6. With each request, the committee will solicit sick day donations from the staff in order to accommodate the request. Out of respect, the identity of the faculty/staff member making the request will NOT be shared. The staff members donating their days, when used, will be notified of the deduction of sick days in their personally accrued sick days. Those individuals who offer to donate sick days after a request but are not used will also be notified.
7. In the event of a need for additional days, the faculty/staff member must reapply for sick day donations to the SDDC.

Good morning. As promised at the January Faculty meeting, the committee met to outline the procedures and parameters of donating sick days. To clarify any misconceptions on what was approved by the Monmouth Regional Board of Education, there is NOT a sick leave bank. It is important to view this as a sick day donation program. Days will not be accrued but rather requested whenever an appeal is made to the Sick Day Donation Committee. Below please find important information. When donating sick days, one must view it as an altruistic gift to a fellow member of the Monmouth Regional family.

**INSERT GUIDELINES FROM ABOVE HERE**

In a few days, you will receive a follow-up e-mail from me with an attachment. The attachment will be the application for the sick day donation program. This application will be located on Global AND on the Monmouth Regional website.