The purpose of this policy is to establish a means by which full-time employees (contingent and seasonal employees are not included) of New Mexico Junior College may voluntarily transfer accrued sick leave to other full-time employees (contingent and seasonal employees are not included) who meet the basic criteria outlined in this policy and who have expended their own accrued leave because of a catastrophic illness or injury.

I. TRANSFER OF ACCRUED SICK LEAVE

A. New Mexico Junior College full-time employee (contingent and seasonal employees are not included) may, with approval of the College President, voluntarily transfer accrued sick leave to another full-time NMJC employee (contingent and seasonal employees are not included) according to the following schedule:

1. When the receiving employee has completed at least one but less than five total years of NMJC employment, and has exhausted all his/her own accrued sick and annual leave, other NMJC employees may transfer a maximum of 40 hours each, up to a total of 200 hours of leave.

2. When the receiving employee has completed five or more total years of NMJC employment, and has exhausted all his/her own accrued sick leave and annual leave, other NMJC employees may transfer a maximum of 80 hours each, up to a total of 400 hours of leave.

3. Accrued sick leave shall be donated in whole hour increments with a 10-hour minimum.

4. The receiving employee is eligible to receive additional donated leave 2 months after completion of any previous donated leave.

B. Sick leave may be transferred only in the event of the receiving employee’s own catastrophic illness or injury, or that of an immediate family member. Immediate family member for the purposes of this section only is defined as a spouse, child, parent or parent-in-law.

C. A health care provider’s statement regarding the anticipated length of illness/injury or treatment, and in the case of an immediate family member, the need for the employee to care for the family member, must be supplied prior to any transfer.

D. If more than one employee transfers sick leave to the same employee,
and transferred days remain when the receiving employee returns to work or terminates employment, the transferred days will be returned to the transferring employees on a pro-rated basis.

E. Transfer is prohibited in the case of work-related illnesses or injuries covered by workers’ compensation.

F. Transferred sick leave shall be transferred by the Payroll Department from the transferring employee’s records to the receiving employee’s records upon written instruction from the College President’s office. The donation of transferred sick leave is irrevocable.

Transfer of accrued sick leave shall be completely voluntary on the part of the transferring employee. It shall not be accompanied by the exchange of money or anything of monetary value. Any such exchange or any attempt at coercion of any employee shall be subject to disciplinary action.