

Smyrna School District Donated Leave Program Facts

- 1) The district will not maintain an ongoing donated leave bank. All donations will be done through the process of direct donation at the time of a request being presented to the committee.
- 2) Donations will be used on a first come basis. Any excess days donated will be returned to the person making the donation. Any partial day not used will be considered exhausted and will not be returned.
- 3) Elective surgery and maternity are not considered to be illness or injury.
- 4) Since the recipient will continue to occupy the FTE for the position, the district will not be permitted to use state funds for substitutes. Any substitute costs will be paid from local/discretionary funds.
- 5) The initial committee will consist of the individuals who have participated in developing the policy. They will serve for a minimum of 1 year to establish operational practices that are in line with policy philosophies and to modify policy as needed.