

**OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION  
PERSONNEL POLICIES**

**Policy:** Sick Leave - Direct Grants  
**Policy Number:** 109.0

**Effective Date:** February 7, 2007  
**Approved By:** *Sheila M. Stearns*

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**I. Policy**

It is the policy of the Office of the Commissioner of Higher Education to allow the sharing of accrued sick leave among employees for use by eligible employees who suffer an extensive illness or accident in accordance with 2-18-618 M.C.A., Regent Policy 801.7.1, and the procedures established herein.

**II. Procedures**

**A. General Procedures**

1. An employee must meet all of the following eligibility requirements to receive a direct grant of sick leave from another employee:
  - a. serve the 90 day qualifying period to take sick leave;
  - b. suffer an extensive illness or accident which results in absence from work of at least 10 consecutive working days;
  - c. not be eligible to receive workers' compensation benefits;
  - d. exhaust all personally accrued sick leave, annual leave, and other accrued paid leave and compensatory time;
  - e. take 20 consecutive hours of leave of absence without pay following the exhaustion of all accrued leave and compensatory time;
  - f. provide his/her supervisor a physician's certification of extensive illness or accident; and
  - g. receive approval from the Commissioner of Higher Education to receive the grant of sick leave.
2. An employee may receive a combined total of no more than 240 hours of sick leave in direct grants in any 12-month period.

3. Sick leave accrued prior to July 1, 1971 may not be contributed as a direct grant.

4. Benefits and requirements specified herein shall be prorated for less than full-time employees.

5. Employees may contribute a combined total of no more than 60 hours of sick leave in direct grants in a 12-month period, with the exception that upon termination, there is no limit to the amount of sick leave an employee may contribute.

6. No funds shall be attached to any hours of sick leave which are donated or received as direct grants.

#### B. Direct Grants

1. To be eligible to make a direct grant of sick leave, an employee must be an employee of the Office of the Commissioner of Higher Education, complete the 90-day qualifying period for use of sick leave, and have a minimum balance of 40 hours of sick leave after the contribution.

2. Eligible employees may make a direct grant of sick leave to other eligible employees of the Office of the Commissioner of Higher Education or to eligible employees in another agency or university system unit, provided the receiving agency or university system unit accepts the direct grant.

3. Eligible employees may receive a direct grant from other eligible employees of the Office of the Commissioner of Higher Education or from eligible employees in another agency or university system unit, provided the Commissioner of Higher Education concurs in receipt of the direct grant. Exceptions to these limitations may be authorized by the Commissioner of Higher Education.

#### **References:**

Regent Policy 801.7.1