

To: Ohio Soil and Water Conservation District Employees
From: Mike Libben, Coordinator for the OASWCDE Catastrophic Sick Leave Program
Date: **May 19, 2020**
Subject: The Catastrophic Sick Leave Donation Program
Request Number: **2020-Grisier-CLS_Req_01**

The Catastrophic Sick Leave Program (CSLP) Committee has received a request for sick leave donation from **Jessica Grisier**, an employee of the **Lucas** Soil and Water Conservation District. The employee has met all criteria required and has been approved to receive donations of sick leave. The employee has exhausted or will have exhausted all available paid leave due to medical reasons. The unpaid medical leave of absence is expected to last at least thirty (30) consecutive working days.

Any district employee may voluntarily donate a minimum of eight (8) hours up to a maximum of eighty (80) hours of sick leave in a calendar year by submitting a sick leave donation form to their immediate supervisor. The request to donate must be approved by the donating employee's board of supervisors at their next board meeting. All forms necessary are attached to this email or may be obtained from CSLP Coordinator:

Mike Libben
OASWCDE, CSLP Coordinator
240 W. Lake St.
Oak Harbor, OH 43449
(419)607-4054
Mike.libben@ottawaswcd.com

1. All donated leave must be voluntary and must be approved by the local board of supervisors.
2. Offers of Leave donation **MUST** be received within 20 days of the date of this original notification. **The deadline date is June 8, 2020.**
3. For a district that will not have a board meeting prior to the 20 day deadline stated on the request to donate form: **Please submit a copy of the donation form as an "Intent to donate"**, informing the CSLP Coordinator an employee intends to donate and the donation amount they are requesting their board to approve. Please have the donation request brought up at your next board meeting. This will satisfy the 20 day requirement.
4. The approved donation paperwork must be sent to the CSLP Coordinator as soon as possible.
5. The CSLP Coordinator will send an invoice to the donating district requesting a check be sent in the donated amount to be placed in an escrow checking account which is established by the OASWCDE.

Please consider helping this fellow employee in their hour of need. In the event more funds are received than are needed at this time, the overage amount will be saved for any future requests. **Please contact the CSLP coordinator at the above number and e-mail if there are any questions.**