

Donation of Leave Time

Policy

In order to assist colleagues in a time of need, employees may donate sick leave or vacation leave to another employee whose serious health condition has depleted his/her own sick leave and vacation leave balances. Donation of time may be made in either hours or days. A Donation of Leave Time Authorization Form must be completed by the donor. It will then be reviewed for approval by the Associate Vice President for the Department of Human Resource Services. The approved donation of leave will be deducted from the donor’s leave balance and the time will be credited to the identified recipient. All donations are confidential between the donor and Associate Vice President.

Employees may donate vacation time only to another employee who is experiencing leave without pay due to caring for the employee’s spouse/same-sex domestic partner, child or parent who has a serious health condition for which the employee is using Family and Medical Leave.

Before being eligible to receive continued pay through donated leave, an employee must have exhausted all personal leave balances (sick and vacation).

A. Sick Time

The donor must maintain a forty (40) day total.

B. Vacation Time

There are no restrictions regarding the donation of vacation leave.

Donation of Leave Time Authorization Form

I would like to participate in the Leave Donation program. I am aware that the designated time will be deducted from my total sick or vacation accrual as noted.

Name _____

Department _____

Donation of Sick Leave _____

Donation of Vacation Leave* _____

Recipient _____

**Please remember if you are donating to an employee who is out due to a family member’s illness, you may only donate vacation time.*

Employee’s Signature

Date

Associate V.P. for Human Resource Services or Designee

Date