



## Procedure 410-17 Donated Leave

Sponsor: Human Resources

### **Purpose**

The purpose of the Donated Leave is to provide eligible employees with paid leave for a specific period of time due to catastrophic illness, or injury, or any reason that qualifies under the Family Medical Leave Act (FMLA) unless otherwise approved by the President.

### **Definitions**

Full-Time Employee Staff member approved as a .75 FTE or greater in a fiscal year, with a minimum of 1,560 hours per year of service

### **Procedure**

#### Eligibility to Donate Leave

Full-time faculty and staff are eligible to donate hours from their vacation or sick leave.

The following conditions apply:

1. Employees may donate a maximum of 3 days (24 hours) to the centralized pool per fiscal year.
2. Once the donation is made, an employee must retain a minimum balance of 80 hours of sick unless donation is made upon separation of employment.
3. Contributions are strictly voluntary. A donation form must be completed and submitted to HR.
4. Leave donation shall be issued on a direct hour-per-hour basis.
5. Leave is donated into a centralized pool and tracked for use by eligible employees.
6. Once donated, any leave hours will not be returned to the donating employee.

#### Eligibility to Receive Donated Leave

Full-time benefit eligible faculty and staff are eligible to receive donated leave for an approved leave at a maximum of 30 hours per week, for no more than 12 weeks, or a total of 360 hours per rolling 12-month period. If an employee submits documentation that would typically qualify them for FMLA protection, that employee is eligible to request donated leave. Donated leave follows the same rules and guidelines for use as the Colleges' sick leave.

Employees on Worker's Compensation Leave, Short-Term Disability, or Long-Term Disability are not eligible to receive donated leave.

The following conditions apply:

1. A recipient must have exhausted all forms of paid leave (e.g., vacation, sick leave, and compensatory time) prior to requesting donated leave.
2. A request for donated leave must be completed and submitted to HR.
3. The maximum donated leave paid to an employee is 30 hours per week, to maintain benefit eligible status, for no more than 12 weeks.

### **References**

Family Medical Leave Act (FMLA)

### **Procedure History**

09/09/2009 New procedure approved by College Council

05/27/2020 Reformatted, Renamed (Compassionate Transfer of Leave), Revised, and Approved by

Executive Leadership Council

7/14/2021

Minor clarifications to include donations made on separation of employment

**Legal Review**

11/01/2019

05/27/2020