

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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LEAVE DONATION PROGRAM  
Policy 3-37  
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Effective November 20, 2014

- (A) Full-time employees of the College may voluntarily donate any type of accrued paid leave to full-time College employees who are in critical need of leave due to a catastrophic illness/injury of the employee or his/her immediate family.
- (B) Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner, or someone with whom the employee has an *in loco parentis* relationship.
- (C) A catastrophic illness/injury is one that is life threatening or requires an extensive period of recovery.
- (D) Once leave is donated, it shall not be returned.
- (E) Donated leave is paid at the rate of pay of the employee for whom the leave is donated.
- (F) Once an employee qualifies for another leave benefit such as Long-Term Disability (LTD), or Disability Retirement with one of the retirement systems (School Employees Retirement System or State Teachers Retirement System), the employee may no longer receive or use donated leave.
- (G) The College shall ensure that the program is strictly voluntary. Employees may not solicit the donation of leave from any individual employee.
- (H) The College shall respect the right of privacy of the employee and shall not solicit leave donations on behalf of any employee without permission of the employee or his/her immediate family.
- (I) The President may establish procedures for administering this policy.

Last Effective Date: June 15, 2001

Approved by the Board of Trustees: November 20, 2014