

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE DONATION PROGRAM

Effective June 15, 2001

Procedure No. 3-37 (I)

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- (1) The intent of the Leave Donation Program is to allow full-time employees to voluntarily provide assistance to co-workers who are in critical need of leave due to a catastrophic illness or injury to themselves or a member of their immediate family. Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner.
- (2) An employee who wishes to receive donated leave shall:
 - (a) Contact the Human Resources Department.
 - (b) Not have any form of accrued leave.
 - (c) Only receive donated leave up to the number of hours that he/she was scheduled to work in that pay period excluding any overload contract or overtime.
 - (d) Have applied for any paid leave program for which he/she qualifies.
 - (e) Cease to receive or use donated leave once he/she becomes eligible for a paid leave/retirement program such as Long-Term Disability (LTD), Workers Compensation, or disability retirement under the retirement systems (School Employees Retirement System or State Teachers Retirement System).
- (3) Employees who wish to donate leave shall:
 - (a) Donate 7.5 hours as a minimum.
 - (b) Maintain a balance of no less than 37.5 hours of sick leave.
 - (c) Designate the number of hours and type of leave they wish to donate.
 - (d) Sign a donation form and acknowledge that the donation was voluntary.
- (4) Donated leave will be paid in the following manner:
 - (a) Employees shall receive pay from donated leave at their individual current rate of pay no matter what rate of pay of the donor.
 - (b) All donated leave will be treated and paid as sick leave and will qualify for Family and Medical Leave (FML).
 - (c) Once leave is donated, it cannot be returned. Any unused donated leave shall stay with the employee.
 - (d) Donated leave shall not be paid out in any form upon separation.

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- (5) Due to the right of privacy, employees may not solicit other employees for the purpose of donating sick leave. The Human Resources Department will initiate all solicitation for donations of leave upon meeting the criteria of a catastrophic illness or injury and upon receiving a waiver from either the employee or the employee's immediate family.
- (6) Employees receiving donated leave will be considered in a pay status and shall accrue all benefits for which they normally would be eligible.