

 <p>Category: Human Resources</p> <p>Policy applicable for: Staff</p>	<p><i>Policy Title:</i> Leave Donation</p> <p>Effective Date: 9/01/2009 – 8/31/2012</p> <p>Prior Effective Date: 4/16/04</p>	<p><i>Policy Number:</i> 21.22</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

The university recognizes that, on occasion, employees need additional leave when hardships occur. This policy establishes the parameters by which employees may donate leave time to employees in need.

Policy

The Leave Donation Program is a voluntary program designed to provide relief to UC employees from the hardship of an extended absence from work when leave balances (long and short term sick, vacation and compensatory) have been exhausted. This policy does not replace or alter normal applicable rules on sick leave usage.

Vacation time can be donated to:

- An eligible recipient designated by the donor, or
- An otherwise eligible recipient ‘with the most need’ (as determined by the Leave Donation Committee).

The program is designed to be used by:

1. An employee with a serious medical condition as determined by University Health Services, or
2. An employee whose immediate family member (as defined in the policy or contract that applies to the recipient’s position) has a serious medical condition as determined by University Health Services (UHS) and the medical condition requires the employee’s presence, and
3. An employee whose leave balances have been exhausted and who is expected to be in a no pay status for a MINIMUM of 80 hours. The recipient must be in “no pay” status in order to be eligible to receive donated vacation time.

Donated vacation can be used to bridge the period of time between when an eligible employee is out of pay and the date when he/she becomes eligible to receive disability benefits, disability retirement, or regular retirement. An employee who is eligible to receive disability benefits, disability retirement, or regular retirement can not receive donated leave time in lieu of receiving any of these benefits.

As this is a voluntary program, coercion to obtain donated hours is strictly prohibited. Additionally, the Leave Donation Committee will not honor or review any agreements made between departments and an employee that does not fall within these guidelines.

Any University of Cincinnati employee whose appointment makes them eligible to accrue sick and vacation can donate vacation time on a voluntary basis to any eligible UC employee whose appointment makes them eligible to accrue sick and vacation.

The recipient is eligible to receive a maximum of 30 days (or FTE equivalent) paid time per request, with two (2) requests permitted in a rolling 12 month period. The maximum payout is 240 hour (30 days or FTE equivalent) per rolling 12 month period.

Leave Donation Donors

- Donations must be a minimum of 1 hour and maximum of 40 hours of vacation time. Exceptions may be approved by the Leave Donation Committee.
- Donor must retain a minimum of 240 hours of combined leave (includes all sick, vacation and compensatory time) in his/her pools as of the date of donation, not including the number of hours donated.
- Use of donated leave will be controlled in Human Resources and Payroll. Please DO NOT submit hours for donated leave.

Leave Donation Recipients

- In order to be eligible to receive donated leave time under this Policy, the recipient must be a UC employee whose appointment makes his/her eligible to accrue sick and vacation. The recipient must have been employed by the University of Cincinnati for at least one year.
- All donations made are irrevocable and irreversible. If the recipient has received the maximum amount of donated hours at the time the donor application is received, the donor application will be rejected unless the donor chooses to donate to the employee with the most need (as determined by the Leave Donation Committee).
- In the case of an employee who is not 100% FTE, all donations, minimums, maximums and payments will be prorated based upon the donor or recipient's FTE as is appropriate.
- The recipient must provide medical documentation to UHS certifying that he/she has a serious medical condition or his/her immediate family member has a serious medical condition that requires the employee's presence.
- The recipient must exhaust all leave balances (short term sick, long term sick, vacation and compensatory time) and be in a "no pay status" prior to applying for

the program. An application received while employee is in active status, although out on leave, will not be reviewed.

- The recipient must be expected to be without pay for a minimum of 80 hours (once his/her leave bank is exhausted). Any leave donated will be applied retroactively to the 80 hour minimum.
- The recipient cannot be receiving or eligible to receive disability benefits, disability retirement or regular retirement.
- The recipient must not have been counseled or disciplined for an attendance violation within the past year. The Leave Coordinator will request the department head to provide documentation of counseling and/or disciplinary actions.
- The recipient's medical condition cannot be job related.
- The recipient must have a current or future need; no retroactive applications will be considered.
- There is no guarantee that a request for donation will be met with any donations or that a certain amount of time will be donated.

Procedures

1. Applicant must complete and submit the Recipient Application Form and a Time Off Work form to the Department Head.
2. The Department Head signs the form and certifies that donated time will not be paid from a Federal grant and that the employee has not been counseled or disciplined for an attendance violation within the past year.
3. The Recipient Application Form is returned to the employee who then attaches the Certification of Health Care Provider form and forwards both documents to University Health Services (UHS) at Mail Location #0460, or via regular mail to PO Box 670460, Cincinnati, OH 45267-0460 or via any non-US postal service delivery (such as Federal Express or UPS) to 1007 Holmes Building, Eden and Albert Sabin Way, Cincinnati, OH 45267-0460.
4. UHS reviews the medical documentation to ascertain that the individual or family member has a serious medical condition. Medical documentation is removed and retained in UHS. UHS certifies the recipient is eligible and forwards certification and application to the Leave Donation Coordinator at mail location #0596 or faxed to 513-556-1546.
5. The Leave Donation Coordinator provides information regarding eligibility to the Leave Donation Review Committee. The committee will review and either approve or disapprove the application. A letter indicating the committee's determination will be sent to the employee and his/her department head, with a copy to the department's Business Manager.
6. If the application is approved, the Committee will prepare a notice to be posted, if so elected by the recipient.

Posting of Notices

Notices requesting donation of leave will be publicized in e-Currents. In addition, departmental and/or divisional notices may be sent out or posted as the employee wishes.

Donor Procedures

Once an application has been approved:

1. Any voluntary donor must complete and submit a Donor Application form and Leave Donation Adjustment form to his/her Department Head or Business Manager.
2. The Department Head or Business Manager verifies the leave balances and signs where designated. Both forms are submitted to Leave Donation Coordinator at Mail Location 0596 or faxed to 556-6146.
3. The Leave Donation Coordinator reviews and approves the forms and forwards to Payroll Operations for processing.

Leave Donation Supervisor/Unit Head Check-list

Department must process a Personnel Change Request (PCR) placing the recipient on Leave without pay "no pay status." Until this is complete the recipient is not eligible to receive donated vacation time.

Review and sign application form for employee

Related links:

Phone Contacts:

Human Resources

(513)556-6146