Background

The university recognizes that, on occasion, employees may exhaust paid time while on a medically related leave of absence. This policy establishes the parameters by which employees may donate vacation 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 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 paid times off 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 returns to work, 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 cannot 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 fall outside the program’s guidelines.

Any University of Cincinnati employee whose appointment makes him/her eligible to accrue sick and vacation can donate vacation time on a voluntary basis to any eligible UC employee whose appointment makes him/her 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 number of hours that an eligible employee can receive 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 paid time off (includes all sick, vacation and compensatory time) as of the date of donation, not including the number of hours donated.
- Use of donated time will be controlled in Human Resources and Payroll. Please DO NOT submit time off work forms for hours of donated time.

**Leave Donation Recipients**

- In order to be eligible to receive donated time under this Policy, the recipient must be a UC employee whose appointment makes him/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.
- 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 paid time off 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 on a Leave, will not be reviewed.

- The recipient must be expected to be without pay for a minimum of 80 hours (once his/her paid time off balances are exhausted). Any vacation time donated will be applied retroactively to the 80 hour minimum.
- The recipient will not receive leave donation for any period of time he/she is receiving any disability or retirement benefits.
- The recipient must not have been counseled or disciplined for an attendance violation within the past year. Human Resources 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 Leave Donation 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 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 receipt of appropriate documentation and forwards certification and application to Human Resources at mail location #0039 or faxed to 513-556-9652.
5. If the applicant’s absence has been certified as FMLA qualifying, a second Certification of Health Care provider form is not required. The department may submit the Leave Donation Application form directly to Human Resources at mail location #0039 or faxed to 513-556-9652.
6. The Leave Donation Review 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.

7. 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 to his/her Department Head or Business Manager. The Department Head or Business Manager signs the form and submits to Human Resources at Mail Location 0039 or faxed to 556-9652.

2. Human Resources reviews and approves the form and forwards to Payroll Operations for processing.

Business Manager/Department Head Check-list

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

2. Review and sign the Leave Donation Application form for leave donation applicant.

Related links:

Phone Contacts: Human Resources 513-556-6381