

 <p>Category: Human Resources</p> <p>Policy applicable for: Classified and Unclassified Employees</p>	<p><i>Policy Title:</i> Leave Donation</p> <p>Effective Date: May 1, 2016</p> <p>Prior Effective Date: 09/01/2009</p>	<p><i>Policy Number:</i> 21.24</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

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 medical 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 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 the university, 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 the university and the medical condition requires the employee's presence, and
3. An employee whose paid time off balances have been exhausted and who is 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 the leave donation bank.

A 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 hours (30 days or FTE equivalent) per rolling 12 month period.

Leave Donation Donors

- Donations must be a minimum of four (4) hours 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.
- All donations made are irrevocable and irreversible.
- Use of donated time will be controlled in Human Resources and Payroll.

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 (1) year.
- In the case of an employee who is not 100% FTE, all donations, minimums, maximums and payments will be prorated based upon the recipient's FTE.
- The recipient must provide medical documentation to the university via a Certification of Health Care Provider (CHCP) form 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 the employee is in active status, although on a Leave, will not be reviewed.
- The recipient must 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 12 months prior to the first day of the Medical Leave of Absence. Human

Resources will ask 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.

Applicant Procedures

1. Recipient must complete and submit the Leave Donation Application form to the Department Head.
2. The Department Head signs the form certifying the applicant is not paid from a Federal grant and has not been counseled or disciplined for an attendance violation within the 12 months preceding the first day of the Medical Leave of Absence.
3. The form is returned to the employee who forwards the form to Human Resources at Mail Location #0039, faxes the form to 513-558-0676 or emails the form to loadm@ucmail.uc.edu.
4. If a CHCP is not on file with the university, the employee must submit the form to Human Resources at 513-558-0676 for review.
5. If the applicant's absence has been certified as FMLA qualifying, a second CHCP form is not required. The employee or department may submit the Leave Donation Application form directly to Human Resources at mail location #0039, faxed to 513-558-0676 or emailed to loadadmin@ucmail.uc.edu.
6. The Leave Donation Review Committee will review and either approve or disapprove the application.

Posting of Notices

General notices requesting leave (vacation) donation will be publicized in E-Currents. Employee information will not be included.

Donor Procedures

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, via fax to 558-0676 or via email to loadadmin@ucmail.uc.edu.
2. Human Resources reviews and approves the form and forwards to Payroll Operations for processing.

3. AAUP represented faculty are not eligible to receive donated vacation time due to eligibility for leave days from the Faculty Sick Bank, but may donate time to the Leave Donation Bank upon submission of a waiver form and acknowledging ineligibility to receive donated time. Waiver forms are available by emailing your request to loadm@uc.edu.

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 is not eligible to receive donated vacation time.
2. Review and sign the Leave Donation Application form for Leave Donation applicant.