New Benefit: Donation of Paid Leave Best Option

This benefit will be effective on the 1st of the month following approval.

This applies to all full-time and part-time employees who receive paid leave.

Employees may donate unused leave time to another employee who is unable to work due to their own or their family member's catastrophic life event such as an illness or injury.

- The recipient must have no paid leave time available to use.
- Eligible leaves for donation include sick, vacation, non-contract, personal, floating holidays, and paid time off (PTO).
- All donations are anonymous.
- Employees may donate time increments of 4 or 8 hours up to a maximum of 40 hours per person.
- If donated leave is not needed, it will be returned.

Please contact Human Resources if you would like to request or make a donation.

Human Resources (HR) Procedure for Administration

Guidelines:

1. The employee who needs leave time or the supervisor will contact their HR Generalist.
2. HR will work with the employee and supervisor to determine the approximate number of leave hours/days needed. Typically, donations do not exceed 90 days – this will be evaluated on a case-by-case basis. Special circumstances will be evaluated confidentially by the Benefits Committee.
3. Supervisor will email the request for donation within the department or school. If no donations are received, the request can be expanded to other areas of the college.
4. Employees will contact HR to donate up to 40 leave hours. Increments of 4 or 8 hours will have the same value regardless of job category.
5. Donations will be held in a separate payroll bank called “Donated Leave.” HR/Payroll will track donations and deduct leave from this bank on a “first in, first out” basis. This leave will roll over to the next fiscal year if necessary. Any unused leave will be returned to the donor. (Need to check with Workday team regarding configuration).