2420 – Donated Leave Program

The purpose of the College's Donated Leave Program is to give employees a chance to support their colleagues by providing additional paid leave for eligible employees who have exhausted their accrued Sick Leave, Vacation Leave, and Personal Leave as the result of the employee's own serious health condition[1]. As the need arises, a temporary "depository" may be set up into which eligible employees may voluntarily contribute Sick Leave for allocation to a specific employee with a serious health condition. The purpose of the temporary depository is not to provide unlimited paid Sick Leave for any medical reason, but to lessen the hardship caused when employees lose compensation as the result of a serious health condition.

To be considered for leave under this program, employees must:

- have a serious health condition as defined by the Family and Medical Leave Act;
- have worked at the College for at least 6 months;
- have a serious health condition requiring an absence of at least fifteen (15) consecutive work days as documented in the healthcare provider certification form submitted to the Office of Human Resources as required by the Family and Medical Leave procedure;
- give written permission to the Office of Human Resources to release at least summary information (name and number of days requested) via e-mail for potential donors to consider the donation request;
- contact his or her supervisor regularly during normal business hours in order to keep him or her informed of the employee's condition and return to work status;
- grant a release of information to the College so that confirmation of eligibility of other benefits can be determined such as Social Security or KPERS; and
- have used all accrued Vacation Leave, Sick Leave, and Personal Leave.

The Office of Human Resources will determine the individual's qualification under the program and notify him/her of the decision. In the event an employee is denied benefits under the program, he/she may submit a written appeal to the Dean of Administration within 10 working days of receiving the denial. A written response shall be issued within 10 working days from the receipt of the appeal.

Eligibility is discontinued upon termination of employment, retirement, death, or receipt of KPERS disability benefits, Social Security disability benefits, or Worker's Compensation benefits. No payment of benefits will be made to survivors. Any leave granted may not be used for other purposes.

Within a two-year period, the maximum leave per serious health condition, which could be transferred to an employee requesting donated leave, is:

- catastrophic event[2] 480 hours (12 weeks); or
- non-catastrophic event 120 hours (3 weeks).

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[1] A "serious health condition" as defined by the Family and Medical Leave Act must involve: (1) inpatient care in a hospital or medical care facility; or (2) continuing treatment by a health care provider.
[2] A catastrophic event includes serious accidents, serious injuries, and/or life threatening diseases.

The maximum amount of Leave an individual may use per serious health condition is 960 hours—whether from the employee's own accrued Leave (Sick, Vacation, or Personal), or a combination of the employee's own accrued Leave (Sick, Vacation, or Personal) and donated leave under this program.

Other requirements under this program will be as outlined in procedures established by the Office of Human Resources.

(Based on policy 1410; revised and approved by President on 3/9/10)