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 catastrophic personal illness or injury[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 catastrophic personal illness or injury. 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 catastrophic personal illness or injury.

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

- have applied and been approved for time-off under the medical portion of the Family and Medical Leave procedure for his/her own catastrophic personal illness or injury. The procedure provides criteria for eligibility and the procedures for applying;
- give 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 Vice President 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.

The maximum leave which could be transferred to an employee requesting donated leave, is:

• 480 hours (12 weeks).

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[1] Catastrophic Personal Illness or Injury: A catastrophic personal illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, requiring them to take off work 30 or more work days as certified by a healthcare provider and in doing so, creates a financial hardship for the employee because they have exhausted all of their accrued leave. A catastrophic personal illness or injury (as determined by the College) may include, but is not limited to, cancer, stroke, paralysis and other spinal cord injuries, severe head injury, including traumatic brain injuries, blindness and other serious eye injuries, significant burns, amputations or severe back injury.

The maximum amount of Leave an individual may use per catastrophic personal illness or injury 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.

Individuals must have a minimum of 128 hours of accrued Sick Leave before being eligible to donate Sick Leave under this program. Donated leave must be given in blocks of 8 hours and cannot exceed 40 hours.

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

Contact(s): Director of Human Resources

Related Form(s) – Donated Leave Authorization Form

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 7/13/04

Revision(s): 11/6/06; 11/19/07; 6/9/08; 3/9/10; 5/29/12 (Effective 7/1/12); 6/26/19 (minor revision); 10/16/19 (minor revision); 5/20/21 (minor revision)