

## **DONATED LEAVE PROGRAM**

### **I. Purpose**

The purpose of this procedure is to set forth the eligibility requirements governing participation in the Donated Leave Program (N.J.A.C. 4A:6-1.22) which enables eligible Rowan employees, under certain conditions, to donate leave to other eligible Rowan employees.

### **II. Donated Leave Program Description**

The program enables employees to donate voluntarily a portion of their earned sick and/or vacation time to other employees who have exhausted their own earned leave **and** who themselves or a member of their family are suffering from serious catastrophic health condition or injury which is expected to require a prolonged absence from work.

### **III. Eligibility**

#### **A. Recipient:**

An employee shall be eligible to receive donated sick and/or vacation time from other eligible Rowan University employees provided they meet the following criteria and requirements:

1. University employment of not less than one year of continuous service.
2. A catastrophic health condition or injury, which requires absence from work for 60 or more days.
3. Medical verification from a physician or other licensed health care provider describing the nature, severity, and the anticipated duration of the disability.
4. Exhaust all accrued leave time including compensatory time, sick leave, vacation leave and administrative leave.
5. Receive not less than 5 donated days from one or more qualified leave donors.

#### **B. Donor:**

A leave donor must meet the following criteria and requirements:

1. An irrevocable donation of not more than 10 days to any one recipient in whole days only provided that the donor shall retain a remaining balance of not less than 20 days of accrued sick leave, if donating sick leave; and 12 days of accrued vacation leave if donating vacation leave.
2. Solicitation and/or acceptance of any money, credit, gift, gratuity, thing of value or compensation of any kind, which is provided, directly or indirectly, to a donor is strictly prohibited.

#### **IV. Procedures:**

- A. The donated program is administered by Human Resources and is subject to monitoring, audit and appropriate rules issued by the New Jersey Department of Personnel in accordance with N.J.A.C. 4A:6-1.22.
- B. Participation in the program is on a strictly voluntary basis limited to a recipient receiving a total of not more than 180 days on a non-retroactive basis.
- C. Requests are subject to approval of the Recipient Affidavit and Donor Transfer Certification Forms (sample attached) which are available in Human Resources. In the event that the employee is unable to complete the Recipient Affidavit Form, the employee's designate family may complete the form on behalf of the employee. A supervisor may also initiate this process on behalf of the employee. Notice shall be provided to all appropriate negotiation representatives.
- D. Upon approval of the employee as an eligible leave recipient, the employee's name will be posted in Human Resources Notes.
- E. The donor's leave account will be reduced by the number of days which are to be donated.
- F. The eligible recipient's leave account will be credited with the donated time upon approval of the Recipient Affidavit Form. The recipient may receive days from more that one donor to a maximum of 180 days.
- G. Any unused donated leave time shall be credited to the leave donor or donors on a prorated basis upon the leave recipient's return to work. However, any portion that would amount to less than one day per donor will not be returned.
- H. The leave recipient shall continue to accrue sick and vacation leave while using donated leave time. This entitlement shall be retained and credited to the employee upon his/her return to work.
- I. Recipients cannot collect Temporary Disability Insurance while participating in the Leave Donation Program. Once an employee has exhausted all benefits from the Leave Donated Program, the employee can enroll or re-enroll in the TDI Program.
- J. Upon retirement, the leave recipient shall not be granted supplemental compensation on retirement for any sick leave he/she received through the Donated Sick Leave Program.

#### **V. Questions:**

All questions concerning this announcement should be addressed to Human Resources, Benefits Department, Linden Hall, extension 4198.