

**Eligibility** - Both active and terminating employees may donate accrued sick leave to other USF employees on a medical leave of absence who have exhausted all sick, annual, compensatory leaves and their personal holiday. The medical leave of absence must be due to the employees' personal medical condition and not due to the medical condition of a family member. Temporary employees, whether hourly or salaried, are not eligible to participate.

The employee donating hours is referred to as the donor and the employee receiving the hours is the recipient. Part-time employees are eligible to be donors and/or recipients.

**Donor Criteria** - To be a donor, an active employee must have completed one year of continuous employment in an established position with USF and, with the exception of a terminating employee, have a sick leave balance of at least 64 hours (or a pro-rated number of hours if part-time) after donating the leave. Prior to donating hours, the donor should review his/her own financial obligations to ensure that the donation of accrued sick leave hours is affordable.

For a terminating employee to be a donor, (s)he must have completed one year of USF service in a established position prior to making a sick leave donation, make the donation prior to the calculation for the cash out, if any, of sick leave hours. A terminating employee may donate up to 80 hours regardless of the number of recipients.

**Recipient Criteria** - To be a recipient of donated hours, the employee must meet the following criteria:

- Have one year of continuous USF service in an established position
- If recipient meets FMLA eligibility, the medical leave of absence will be approved by HR,
- If FMLA entitlement has been exhausted, medical leave of absence must be approved by the supervisor
- Have exhausted all other leave. For Staff employees, this includes compensatory leave credits and personal holiday.
- Must first use hours from the sick leave pool, if a member, prior to accepting the donation of sick leave hours from other USF employees. The employee is eligible to use donated sick leave during the waiting period before coming eligible to use sick leave pool hours.
- May use donated hours intermittently, if necessary, and
- Return all unused hours to the donor, if still employed. Unused donated hours from a terminated employee is forfeited.

**Requesting a Donation of Hours** - An employee, or someone on behalf of the employee, may request sick leave donations. Such requests should be informal and without pressure. Unacceptable behavior includes repeated contacts that exert pressure, play on people's emotions or leave a feeling of guilt or lack of compassion for not donating. USF-NEWS and other official forms of broad communication may not be used. E-mail notes and/or other personal contact to selected individuals are appropriate. Communication should not contain the specifics regarding the medical condition of the employee.

To confirm the period of time for which leave may be donated and ensure the eligibility of the circumstances, a medical certification must be on file to cover the period for which hours are being donated.

Here is the process:

- A potential requestor (employee or representative) confirms with the department that sick leave donations will be accepted.
- Employee's department confirms that the employee is eligible and whether or not the sick leave donations will be accepted. If the employee is not eligible or if the department will not accept the sick leave donations (FMLA entitlement has been exhausted), the process stops here.
- The requestor (employee or representative) requests sick leave donations for an employee.

- Donor advises the recipient's supervisor and departmental leave coordinator in writing of the number of hours being donated.
- Supervisor advises the recipient's departmental leave coordinator of the donation, who adjusts the recipient's leave balance in ALT by adding the donated hours. A copy of the notice is placed in the recipient's Departmental Leave File.
- Donor advises his/her supervisor and the departmental leave coordinator in writing that sick leave hours have been donated. A copy of this notification is placed in the donor's departmental leave file.
- Donor or his/her supervisor/leave coordinator adjusts the donor's sick leave balance by deducting the number of donated hours in the ALT system.

**Maximum Number of Hours That Can Be Donated** - A terminating employee may donate up to 80 hours. Those hours may be donated to one recipient or multiple recipients as long as the total number of hours donated do not exceed 80 hours. If the employee is also a member of the USF Sick Leave Pool, (s)he may donate up to 16 hours of sick leave to the pool in addition to the up to 80 hours of personal donation. **Refer to the Sick Leave Pool** procedure for donating hours to the pool. Donated hours must be for the current medical leave of absence. There is no specific number of hours that an active employee may donate.

**Accepting/Rejecting Donated Hours** - A supervisor or appropriate official may not refuse hours being donated to an employee who is on a medical leave of absence (as explained above) within the entitlements of the Family and Medical Leave Act. Once the entitlement of 480 hours has been exhausted, a supervisor may approve an extension of the medical leave of absence and may accept additional donated hours.


An employee may donate sick leave hours to another employee when the absence is due to a Worker's Compensation injury or illness.

**Return of Unused Donated Leave** - If the recipient is able to return to full-time work and does not need to use all of the donated sick leave hours, the remaining hours must be returned to the donor, if still employed, or forfeited by both the donor and the recipient if the donor has terminated. A memorandum explaining the transaction must be placed in the leave file for both the donor and the recipient; the original is placed in the donor's leave file and a copy of the memorandum is placed in the recipient's leave file. Unused hours are deducted from the recipients leave balance.


**Responsibilities of the Appropriate Departmental Leave Coordinator** - Although the donation and receipt process is relatively easy, the records of both the recipient and the donor must be updated in ALT to reflect the transfer of leave hours. The Departmental Leave Coordinators play an important role in this. Their responsibilities include the following:

- Ensure that donations are deducted from donor's sick leave balances and added to the recipient's sick leave balance.
- Ensure that donated hours do not exceed the number of hours for which the recipient has been medically certified.
- Deduct hours first from the donor's sick leave balance accrued prior to 10/1/73, if applicable.
- Add no more than 80 donated hours to the recipient's sick leave balance when the donor is a terminating employee; deduct no more than 80 hours from a terminating donor's balance for the purpose of sick leave donations. Note: up to an additional 16 hours may be contributed to the Sick Leave Pool for a total deduction not to exceed 96 hours upon termination.
- Deduct the donated hours before a terminating donor's cash out of the unused sick leave balance is calculated when the donor is eligible (has more than 10 years of service) for a sick leave cash out.
- Do not include donated hours in the donor's restored sick leave balance when a donor is re-employed within 100 days for Faculty employees or 30 days for Staff employees.


**Requesting Sick Leave Donation in ALT****Donor Procedures:**

- The leave coordinator of the donor will go to the **sick** leave plan type and add a row
- Click on the pick list symbol  and select **Sick Leave Negative Donation**
- Enter the start and end date (enter the date that the leave was officially approved)
- Enter the amount of hours to be **deducted** from donor's sick leave balance (example: if the donor is donating 16 hours, enter negative [-] 16)
- Change the status to approved
- Click on the approval tab and enter the approver ID (enter leave coordinator's ID)
- Select the reason code of **SLD Given**
- Click on the miscellaneous tab and enter the recipient's ID #

**Recipient's Procedures:**

- The leave coordinator of the recipient will go to the **sick** leave plan type and add a row
- Click on the pick list symbol  and select **Sick Leave Positive Donation**
- Enter the start and end date (enter the date that the leave was received)
- Enter the amount of hours to be **donated** to recipient's sick leave balance (example: enter 16 hours to increase the recipient's sick leave balance)
- Change the status to approved
- Click on the approval tab and enter the approver ID (enter leave coordinator's ID)
- Select the reason code of **SLD Received**.

**How to Use Donated Hours:**

- The leave coordinator will go to the sick leave plan type of the recipient and add a row
- Click on the pick list symbol  and select sick leave used
- Enter the start and end date (enter actual dates that the employee will be using the leave (example: 1/12/06 through 1/13/06))
- Enter the amount of hours (example: enter 16 hours) Note: use the accrued leave earned each pay period first before using donated leave.
- Change the status to approved
- Click on the approval tab and enter the approver ID (enter supervisor's ID)

**FMLA Impact** - A supervisor or other appropriate official may not refuse hours being donated to an employee who is on a medical leave of absences within the entitlements of the Family and Medical Leave Act. Once the entitlement has been exhausted, a supervisor may approve an extension of the medical leave of absence, and is not required to accept donated hours due to needs of the employing department.

**Record Keeping** - No official forms are required to be completed by the donor or the recipient. It is imperative, however, that the donor's sick leave balance be adjusted in ALT to reflect the donation of sick leave hours, and the recipient's sick leave balance be adjusted in ALT to reflect the receipt of sick leave hours. While in a pay status, the recipient continues to accrue leave proportionate to the hours paid.