

LEAVE DONATION PROGRAM

PURPOSE

It is the policy of Edison State Community College to allow eligible donor employees to contribute accrued leave for the benefit of recipient employees in critical need of leave due to a serious or severe illness or injury or that of a member of their immediate family, in the event of the birth or adoption of an eligible employee's child, or when an eligible employee is in critical need of leave for bereavement in the event of the death of an immediate family member. The Human Resources Department is responsible for implementing the Leave Donation Program and creating a procedure that will identify the criteria for eligible donor and recipient employees to donate and receive leave, provide guidance as to what constitutes a "serious or severe illness or injury" and to ensure donor confidentiality.

POLICY STATEMENT

Edison State Community College Leave Donation Program is intended to allow eligible employees to remain in a paid status while recovering from a serious or severe illness or injury, being present for an immediate family member who has a serious or severe illness or injury, or for the eligible employee who is a birth mother or parent in the event of the birth or adoption of their child. Leave for the purpose of the birth or adoption of an eligible employee's child shall be continuous and begin on the date of the child's birth or on the date in which custody is taken by the employee for adoption placement. This policy also allows eligible employees who need additional time off for bereavement in the event of the death of an immediate family member.

PERSONS AFFECTED

All eligible donor employees and recipient employees of Edison State Community College.

DEFINITIONS

ELIGIBLE DONOR EMPLOYEES

Regular full-time and benefits-eligible part-time administrative, professional/technical, and classified staff and full-time faculty who have at least one year of service and the requisite hours of leave established by Department of Human Resources procedure.

ELIGIBLE RECIPIENT EMPLOYEES

Regular full-time and benefits-eligible part-time administrative, professional/technical, and classified staff and full-time faculty who have at least one year of service and meet the requirements established by the Department of Human Resources procedure.

IMMEDIATE FAMILY MEMBER

An eligible recipient employee's child, step-child, spouse, parent and any person under the employee's legal guardianship.

SERIOUS MEDICAL HARDSHIP OR CATASTROPHIC ILLNESS

Cancer, major surgery, AIDS, serious accident, heart attack, stroke, hospice care, other serious or life-threatening illnesses

ADOPTIVE CHILD

A minor child who is legally adopted and who is not the stepchild of the adoptive parent and who is not a current or former foster child of the adoptive parent.

BIRTH MOTHER

One who gives birth to a child

PARENT

One who is legally responsible for childrearing. For purposes of this policy, this includes any of the following: biological mother or father of a newly born child, adoptive parent of a newly adopted child, or an employee using a surrogate/gestational carrier.