

PAID LEAVE DONATION PROGRAM

Responsible Administrator:	Linda Peltier, Executive Director of Human Resources	Date: 11/21/18
Reviewed by:	President's Cabinet	Date: 11/26/18
Approved by:	Board of Trustees	Date: 12/12/18

PURPOSE

Edison State Community College Paid 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 or being present for an immediate family member who has a serious or severe illness or injury. This policy also allows eligible employees who need additional time off for bereavement in the event of the death of an immediate family member.

POLICY STATEMENT

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 their own serious or severe illness or injury or that of a member of their immediate family or 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 Paid 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.

PERSONS AFFECTED

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

DEFINITIONS

1. **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.
2. **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 is in need of leave for reasons established by this policy and Department of Human Resources procedure.
3. **Immediate Family Member:** An eligible recipient employee's child, step-child, spouse, parent and any person under the employee's legal guardianship.
4. **Serious medical hardship or catastrophic illness:** cancer, major surgery, serious accident, heart attack, stroke, hospice care, other serious or life-threatening illnesses.

PROCEDURE

See Procedure 3358-3-50 Paid Leave Donation Program Requirements/Procedure