POLICY: DONATED LEAVE FOR CATASTROPHIC ILLNESS

Introduction
This policy provides eligibility requirements for donating leave and receiving donations for an employee or immediate family member of an employee as the result of a catastrophic illness or injury.

Policy Statement
Eligible donors and recipients include all Faculty (A-base), Professional & Scientific, Supervisory/Confidential, Non-supervisory Merit (Organized), K-base, Board of Regents, who accrue vacation time.

Faculty (B-base: 9-month), do not accrue vacation and thus are not eligible as donors or recipients. C-base (Graduate Assistant) and D-base (Pre/Post-Doctoral Associates) and MN-base (Contract) employees are not eligible as donors or recipients.

I. Definitions
A. “Catastrophic Illness” means:

1. For an employee, a physical or mental illness or injury, as certified by a licensed health care provider, which will result in the inability of the employee to report to work for more than 30 work days on a consecutive basis.

2. For an immediate family member, a physical or mental illness or injury (as defined in Part I.D.), as certified by a licensed health care provider, that will result in the inability of the employee to report to work for likely more than 30 work days on a consecutive basis, due to the need to attend to the immediate family member.

B. “Donated Leave” means vacation or converted sick leave hours donated to employees. Donated leave is not considered to be pay the employee earned through the performance of work. This is a salary only benefit.

C. “Employee” means a full-time or part-time Faculty (A-base), Professional & Scientific, Supervisory/Confidential Merit or Non-Supervisory Merit (Organized), K-base or Board of Regents employee who is eligible to accrue vacation.

D. For the purpose of requesting donated leave for catastrophic illness or injury of an Immediate Family Member under this policy, “Immediate Family Member” means the employee’s spouse/partner, parent or child as defined in the Family and Medical Leave Act of 1993.
E. For this purpose of Immediate Family Member Leave policy, “Emergency Leave” means not to exceed five days per calendar year (up to 40 hours for full time employees) plus prior year carryover hours, for the care of and necessary attention to ill or injured members of the employee’s immediate family.

II. Program Eligibility

A. In order to receive donated leave for the catastrophic illness of an employee or employee’s immediate family member, the employee or immediate family member must have a catastrophic illness, as defined in Part I.A. above.

B. Further, the employee shall meet all of the following:

1. Be eligible to accrue vacation;
2. Have exhausted all vacation accruals, emergency leave and converted sick leave (if enrolled);
3. For employees seeking to receive donated leave, currently enrolled in long-term disability insurance coverage;
4. For employees seeking to receive donated leave, not receiving long-term disability income;
5. Employees seeking to receive donated leave, shall not be approved for work comp;
6. Be approved and using or have exhausted Family and Medical Leave Act (FMLA) leave hours if eligible;
7. Be on approved leave without pay for the medical reasons during any hours for which the employee or immediate family member will receive donated leave.

Resources
Guidelines: Donated Leave for Catastrophic Illness or Injury of Employee [PDF]
Guidelines: Donated Leave for Catastrophic Illness or Injury of Immediate Family Member [PDF]