

1 Donated Leave for Catastrophic Illness

2 Effective: Moved to Policy Library from UPM 3.5(3)
3 Updated/Revised: August 1, 2018
4 Contact: [University Human Resources \(UHR\)](#)

5 Introduction

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

9 Policy Statement

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

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

16 Definitions

17 **“Catastrophic Illness”** means:

- 18 • *For an employee*, a physical or mental illness or injury, as certified by a licensed health care
19 provider, which will result in the inability of the employee to report to work for more than 30 work
20 days on a consecutive basis.
- 21 • *For an immediate family member* (as defined below), a physical or mental illness or injury, as
22 certified by a licensed health care provider, that will result in the inability of the employee to
23 report to work for likely more than 30 work days on a consecutive basis, due to the need to
24 attend to the immediate family member.

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

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

31 For the purpose of requesting donated leave for catastrophic illness or injury of an immediate family
32 member under this policy, **“immediate family member”** means the employee’s spouse/partner,
33 parent or child as defined in the Family and Medical Leave Act of 1993.

34 For the purpose of immediate family member leave, **“emergency leave”** means not to exceed five
35 days per calendar year (up to 40 hours for full time employees) plus prior year carryover hours, for
36 the care of and necessary attention to ill or injured members of the employee’s immediate family.

37

38 **Program Eligibility**

39 In order to receive donated leave for the catastrophic illness of an employee or employee's
40 immediate family member, the employee or immediate family member must have a catastrophic
41 illness, as defined above.

42 Further, the employee shall meet all of the following:

- 43 • Be eligible to accrue vacation;
- 44 • Have exhausted all vacation accruals, emergency leave, and converted sick leave (if enrolled);
- 45 • For employees seeking to receive donated leave, currently enrolled in long-term disability
46 insurance coverage;
- 47 • For employees seeking to receive donated leave, not receiving long-term disability income;
- 48 • Employees seeking to receive donated leave shall not be approved for workers' compensation;
- 49 • Be approved and using or have exhausted Family and Medical Leave Act (FMLA) leave hours if
50 eligible;
- 51 • Be on approved leave without pay for the medical reasons during any hours for which the
52 employee or immediate family member will receive donated leave.

53 **Resources**

54 **Links**

- 55 • [Benefits Office](#)
- 56 • [Catastrophic Leave Request Procedures, Guidelines and Forms](#)

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