

Donated Leave Program for Classified Employees and Unclassified Professional Staff and Librarians

Purpose

To establish a University-wide program that permits University classified employees and unclassified professional staff and librarians to voluntarily donate portions of their earned sick and/or vacation time to other such employees who have exhausted their own earned leave time, and who are suffering from a catastrophic health condition or injury which necessitates the prolonged absence from work by the employee, or who is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury.

Eligibility for Donated Leave

- The recipient must have completed at least one year of continuous University service.
- The recipient or the immediate family member must be suffering from a catastrophic health condition or injury which is defined as follows: a life-threatening condition or combination of conditions.
- The recipient must have exhausted all accrued leave time including compensatory time, sick leave, vacation leave and administrative leave and all sick leave injury, if any.
- The recipient has not, in the two-year period immediately preceding the employee's need for donated leave, been disciplined for chronic or excessive absenteeism, chronic or excessive lateness, or abuse of leave.
- The recipient must receive a total of at least five (5) donated days from any one or more leave donors to participate in the program.
- An employee receiving donated leave shall not receive temporary disability benefits for the same period he/she is paid wages from donated sick and/or vacation leave.

Donor Eligibility Guidelines

- An employee may donate up to ten (10) days to any one recipient. Only whole days may be donated. Ten (10) days of donation to any one recipient is a lifetime maximum to the recipient.
- The donor must have remaining to his/her credit at least 20 days of accrued sick leave if donating sick leave and at least 12 days of accrued vacation leave if donating vacation leave.
- The donor must not solicit or accept anything of value in exchange for the donation.

Procedures

- An employee may initiate participation in this program as a leave recipient or donor by contacting the Office of Payroll & Benefits.
- Medical verification from a physician or other licensed health care provider concerning the nature and anticipated duration of the health condition or injury must be submitted by

the employee or family representative. Decisions regarding eligibility will be made on a case-by-case basis by the Office of Payroll & Benefits and will conform to State guidelines as provided in NJAC 4A:6-1.22.

- The donor(s) and the recipient (or family representative) will fill out the required forms and return them to the Office of Payroll and Benefits.

No one shall directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to contributing, receiving or using paid leave under this program. The above shall include promising to confer or conferring any benefit (such as appointment, promotion or compensation) or making a threat to engage in, or engaging in, an act of retaliation against an employee. Any employee who engages in the above prohibited conduct shall be subject to disciplinary action.

Other Conditions

- Should the recipient employee return to work or otherwise terminate the use of leave with donated time remaining, that time will be immediately returned to the donor(s) on a prorated basis in whole days. Any proration that would amount to less than one whole day per donor will not be returned. The only exception to the immediate return of unused donated days that will be made is if the medical documentation returning the employee to work indicates that further treatment will be required and provides a schedule for such treatment.
- The recipient employee, while using donated leave, will continue to earn sick and vacation time. All such earned time shall be retained by the recipient employee and credited to the employee's accrued leave time.
- A recipient employee who retires will not be granted supplemental compensation on retirement for any outstanding donated sick days which he or she had received.
- The donor's leave time will be reduced by the number of days being donated.
- The lifetime maximum donation that any one recipient may receive is 180 days.
- Donations may not be used on a retroactive basis.
- The eligible recipient's leave time will be credited with donated time up to the 180 day maximum. Records will be maintained by the Office of Payroll & Benefits showing the donor's name and the number and type of days donated.

DONATED LEAVE PROGRAM

Donor Transfer Form

I hereby direct the Montclair State University to transfer leave credit as indicated below to be used as the recipient's personal sick leave.

DONATED SECTION: (May donate up to 10 days to any one recipient)

RECIPIENT: _____

____ I wish to donate **SICK DAYS**. This will not reduce my prorated sick leave balance below 20 accrued sick days as of this date.

SICK DAYS DONATED
(SPELL OUT)

SIGNATURE

____ I wish to donate **VACATION DAYS**. This will not reduce my prorated vacation leave balance below 12 accrued vacation days as of this date.

VACATION DAYS DONATED
(SPELL OUT)

SIGNATURE

CERTIFICATION SECTION:

I certify that I have not solicited or accepted anything of value for the donation of paid leave time.

DATE PRINT NAME SIGNATURE

DIVISION: _____

RETURN TO: Patricia Kelly, CO-314
Telephone 973-655-7141