

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

LEAVE DONATION PROGRAM

Effective June 15, 2001

Policy No. 3-37

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- (A) Full-time employees of the college may voluntarily donate any form of accrued paid leave to fellow full-time employees who are in critical need of leave due to a catastrophic illness/injury of the employee or his/her immediate family.
- (B) Immediate family for the purposes of this program is defined as children, spouse, parents, and domestic partner.
- (C) A catastrophic illness/injury is one that is life threatening or requires an extensive period of recovery.
- (D) Once leave is donated, it shall not be returned.
- (E) Donated leave is paid at the rate of pay of the employee for whom the leave is donated no matter which employee donates the leave.
- (F) Once an employee qualifies for another leave benefit such as Long-Term Disability (LTD), Workers Compensation, or Disability Retirement with one of the retirement systems (School Employees Retirement System or State Teachers Retirement System), the employee may no longer receive or use donated leave.
- (G) The college shall ensure that the program is strictly voluntary and that employees do not solicit the donation of leave from any individual employee.
- (H) The college shall respect the right of privacy of the employee and shall not solicit on behalf of any employee without permission of the employee or his/her immediate family.
- (I) The President will establish procedures for administering this policy.