

Leave Donation Policy

POLICY: Leave Donation		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.25	REVIEW DATE:	10/2020
APV'D DATE:	10/20/20		
EFFECTIVE DATE:	10/20/20		
REFERENCES:	Annual Leave Policy, Sick Leave Policy		

Part 1. Policy Background and Purpose

Under extenuating circumstances an employee may be off from work for a period of time without any accumulated leave; in these instances, WETCC will allow employees to donate leave to one another to cover absences and minimize financial hardships.

Part 2. Definitions

Leave includes Annual Leave and/or Sick Leave.

Part 3. Responsibility

It is the responsibility of the employee requesting donated leave to contact the Human Resource Technician prior to the pay period end date.

It is the responsibility of both of the employee's supervisors to review the requests and approve the leave in accordance to the policies of WETCC and departmental budget balanced with the needs of the employee. The supervisor may approve or deny the request.

It is the responsibility of the Human Resources Technician to contact other employees requesting a donation of leave by sending out an 'all staff' e-mail.

The Human Resources Technician is responsible to ensure approved leave donations are documented, adjusted, and sent to the payroll system as approved.

Part 4. Policy

Subpart A. Eligible Employees.

Only employees who are in a position classified to accrue leave are eligible to be considered to receive leave donations.

Subpart B. Donated Leave.

Leave cannot be donated after a pay period has ended (i.e. cannot be retroactive).

Leave is donated hour for hour (i.e. one hour of sick/annual leave for one hour of sick/annual leave).

Leave is paid at the rate of pay of the employee using the leave.

Employee participation in the donation of leave is voluntary and any form of repayment (i.e. monetary, time donated back, or assistance with work) is not permitted.

The employee donating the leave whether it be annual or sick shall not be allowed to donate any hours that will drop their vacation or sick leave balance below 40 hours.