

**State System of Higher Education
Leave Donation Program Procedures
April 2004**

These guidelines have been prepared to ensure consistent application of the Leave Donation Program among System employees.

Recipient Completes and submits a Request to Receive Leave Donations and a completed Family and Medical Leave Act Serious Health Condition Certification (Employee Form or Family Member Form) to the supervisor or HR Office. NOTE: A family member may make the request on behalf of the employee if the employee's condition prevents the employee from making the request.

HR Office Reviews the request and documentation, determines the employee's eligibility to receive donated leave, and completes the Request to Receive Leave Donations.

If the request is approved, notifies the employee of the approval in writing and indicates that the use of donated leave is designated as leave under the Family and Medical Leave Act, as applicable. Communicates the need for donations within the university/System office, if the employee indicated authorization on the request form.

If the request is disapproved, notifies the employee in writing.

Donor Submits a completed Request to Donate Leave to the HR Office.

HR Office Date and time stamps the Request to Donate Leave forms when received and verifies each employee's eligibility to donate leave. If an employee is ineligible to donate leave, indicates the ineligibility on the form and returns the form to the employee.

In order of receipt of the Request to Donate Leave forms, reduces each of the following quotas for eligible donors, as appropriate, via a Quota Correction (PA61-IT2013). Includes the reason for the adjustment in the text of the infotype.

Annual Leave – Actual (quota type 02)
Annual Leave Carryover – Ext (quota type 06)
Personal Leave – Actual (quota type 03)

Indicates the amount of leave deducted from each donor's annual and/or personal leave quota, or that sufficient donations have been received, and returns the Request to Donate Leave forms to the donors.

NOTE: Up to 12 weeks of donations may be accepted, but not more than the anticipated amount of leave needed by the recipient based on medical documentation.

HR Office	<p>Advises the recipient, supervisor, and timekeeper of the amount of donated leave received.</p> <p>Tracks all donations and usage of donated leave.</p> <p>Increases each of the following quotas for the recipient in the amount of donated leave received via a Quota Correction (PA61-IT2013). Includes the reason for the adjustment in the text of the infotype.</p> <p>Sick Leave – Actual (quota type 05)</p>
Recipient	<p>Completes (or family member completes, if the employee is not able) a Request for Leave form for the appropriate leave type:</p> <p>S (Pd-Sick for the employee’s illness)</p>
HR Office	<p>If leave was donated but not used by the recipient prior to the recipient or family member’s recovery, death, or separation, or by the end of the leave calendar year, the donated leave must be returned to donors in inverse order of donation.</p> <p>NOTE: If, at the end of the leave calendar year, the absence is expected to continue beyond either the greater of 20 workdays or the amount of annual and sick leave that could be earned and used in the following leave calendar year, donated leave need not be returned to donors.</p> <p>Completes Quota Corrections (PA61-IT2013) to reduce the recipient’s quotas (Sick Leave and Sick Leave – Actual) and to increase the donors’ quota(s) as appropriate (Annual Leave and Annual Leave – Actual and/or Personal Leave and Personal Leave – Actual).</p> <p>IMPORTANT: Death or separation of the recipient requires coordination between the time administrator and HR representative to ensure unused donate leave is removed before payment is made.</p>