



University of New Haven

Human Resources Policy/Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Sick Time Donation Policy & Procedure	Clerical, Facilities, University Police and Administrative Employees	Provide eligible employees with the process related to donating sick time to critically ill employees	7/1/19	Vice President Human Resources	2

This policy encourages eligible employees to voluntarily donate accumulated sick/vacation time in order to assist fellow employees who are seriously ill and who have exhausted their sick time in order to remain on the payroll.

This policy allows employees in the designated areas to donate accumulated sick time (clerical and facilities) or vacation time (University police and administrative staff) to other clerical, facilities, University police or administrative staff employees who:

1. are absent from work as a result of a serious or catastrophic, non-work related illness, or accident and
2. have used up all of their sick, vacation, and personal time and
3. are about to be placed on an "unpaid" medical leave status

Eligibility:

1. The recipient of donated time must be a regular employee who has completed his/her probationary period.
2. The donor employee must be a regular employee who has completed his/her probationary period.

Application Procedure:

1. When clerical, facilities, University police or administrative staff employees, who are absent from work due to a serious or catastrophic in nature, non-work related illness, or accident, exhaust their sick, vacation, personal, and all paid medical leave entitlement, they may contact Human Resources to indicate that they are interested in participating in the Sick Time Donation Program by completing and signing the "Sick Time Donation Program Election Form".

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- a) Clerical Employees will use their Sick Leave Bank entitlement after all other entitlements (sick days, vacation, personal, donated sick days) are exhausted.
2. The Vice President of Human Resources or her designee will review the employee's eligibility, medical documentation which has been provided by the employee, the entitlement records of the employee, the employee Personnel File, and approve or deny the request. The decision of the Vice President of Human Resources is not subject to the grievance process.
3. If the employee's request has been approved, a representative from Human Resources will notify the applicable eligible employee informing them that an employee is seeking donated days.
4. Eligible employees who wish to donate time would complete the "Sick Time Donation Form" and forward it to the Director of Human Resources for approval. The original copy of this form will be placed in the donor's Personnel file.

Donation Rules:

1. Donations by the donor employee to the recipient must be in increments of no less than one full day. Clerical and facilities employees can donate sick time; University police and administrative staff employees can donate vacation time as shown below:
 - a. The maximum number of sick days that any clerical or facilities employee may donate during any one fiscal year (July 1 – June 30) is based on the donor's own accumulated sick time at the time of the donation during any fiscal year in accordance to the following schedule:

Less than 13 days accumulated sick time	Not eligible
13 – 30 days of accumulated sick time	1 day /year
31 – 60 days of accumulated sick time	3 days/year
61 or more days of accumulated sick time	5 days/year

- b. The maximum number of vacation days that any University police or administrative staff employee can donate during any one fiscal year (July 1 – June 30) is five (5) days.
2. The total number of days that any employee can receive may not place the employee above the 6-month elimination period for Long Term Disability, when added to the employee's sick, vacation, personal, sick leave bank, and paid University medical leave. The donated days will be limited up to the number of days that would satisfy the 6-month LTD elimination period.

Other Terms and Conditions:

1. This program is fully voluntary and all donations of sick or vacation days are at the sole discretion of the donating employee.
2. All donations of sick or vacation time are irrevocable.
3. The donor's name will remain anonymous.
4. The University reserves the right to modify or discontinue the terms and conditions of this program as it deems necessary.

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