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Human  
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## Employee Leave Donation, 2.13

### OPERATIONAL POLICY STATEMENT

The purpose of the "Leave Bank" is to provide additional paid leave to regular full-time employees of the College with a documented catastrophic illness or injury who have been employed for at least 12 (twelve) months and who have exhausted all available paid leave, but have not yet exhausted the full 12 (twelve) weeks of family medical leave.

A catastrophic illness or injury is one that results in a medical condition that is usually life threatening and may leave significant residual disability and is:

1. Seriously incapacitating (the employee is unable to perform all the duties of the job held at the time of disability)
2. Extended (the anticipated duration of the disability is at least 30 [thirty] calendar days)
3. Confirmed in writing by a physician chosen by the employee, subject to reconfirmation by a physician chosen by the College

### PROCEDURE

A full-time employee may voluntarily join the "Leave Bank" after one year of full-time employment at the College by donating 8 (eight) hours of sick leave. An employee must have a balance of 40 (forty) hours of accrued vacation or sick leave after their donation. Forms are available from Human Resources. If an employee does not join the "Leave Bank" at the time of his/her first anniversary, s/he must wait until the next annual health care open enrollment period.

Employees must exhaust all paid leave (vacation, if applicable, and sick leave) before drawing from the "Leave Bank". In order to qualify, the disabling condition must be expected to last at least 80 (eighty) hours beyond the expiration of all leave accruals. To ensure equitable and fair distribution of donated hours, payments from the "Leave Bank" to qualifying participants shall not exceed one and a half (1.5)

times a participant's annual sick leave accrual rate in a rolling 12 (twelve) month period. The "Leave Bank" balance will be established by determining the dollar value of the hourly sick contributions. The dollar value of the leave from the bank will be adjusted in relation to the salary of the recipient.

In the event that the "Leave Bank" is depleted, employees participating in the program will be notified and, with their approval and based on their account balance, another voluntary deduction of 8 (eight) hours will be taken from their sick accrual account for their continued participation in the "Leave Bank". This will be done to assure an adequate reserve in the "Leave Bank" at all times. Any income or salary continuation provided through this program will be considered taxable income, which will be the responsibility of the individual receiving the benefit.

## OPERATIONAL POLICY HISTORY

Formerly Policy 2.3.7, Adopted 1/25/2000

Revised 5/1/2012

Renumbered to Policy 2.13 in 10/2014

Revised 4/5/2016

Revised to "Operational" Policy 3/5/2021

Transferred to PolicyStat 12/1/2021

### Approval Signatures

Step Description

Approver

Date