



## **TRANSFER OF LEAVE POLICY**

Employees in full-time regular positions may be authorized to receive additional paid leave after all accrued leave has been exhausted, for personal emergency situations through the leave donation program. The additional paid leave may be donated by participating full-time regular employees who elect to donate personal leave from their leave bank.

1. The leave donor would provide a voluntary written request (leave request form) to transfer hours from his or her leave bank to the leave bank of the leave recipient.
2. The request should be submitted to the supervisor, to verify eligibility and availability of hours.
3. The written request would then be approved by the Vice President of Operations and Finance for staff positions and the Provost for faculty positions.
4. The leave recipient would receive the donated hours in their leave bank, to be used for personal emergency situations. Personal emergency is defined as a medical or family emergency or other hardship situation that is likely to require an employee's absence from duty for a prolonged period of time and will result in a substantial loss of income to the employee because of the unavailability of accrued leave. A personal emergency is limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accidental cases; each of which may require a prolonged period of recuperation. Routine disabilities or disabilities resulting from elective surgery do not qualify for leave transfer.
5. The transfer leave request form would be submitted to Human Resources to process the manual adjustment.