



RUTGERS POLICY

Section: 60.9.41

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Staff Leave Donation Program

Formerly Book: 30-01-40-40:20

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 9/30/05

Revisions: 2/9/2010; 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To establish policy and guidelines permitting legacy UMDNJ staff (non faculty) to voluntarily transfer accrued sick or vacation time to co-workers (staff) for a life-threatening or catastrophic illness.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.41 STAFF LEAVE DONATION PROGRAM

I. DEFINITIONS:

- A. ***Life-threatening or catastrophic illness:*** An illness, injury, impairment, or physical or mental condition that a licensed physician or certified practitioner certifies as life threatening or terminal.
- B. ***Immediate family member:*** A spouse, domestic partner, civil union partner, child, stepchild, parent, parent-in-law.

- C. **Parent:** A person who is the biological, adoptive or foster parent; stepparent, parent-in-law or legal guardian, having a "parent-child relationship" with a child as defined by law; or, having sole or joint legal or physical custody, care, guardianship, or visitation with a child.
- D. **Child:** A biological, adopted, or foster child, stepchild, legal ward, or child of a parent who is: (1) under 18 years of age; or (2) 18 years of age or older but incapable of self-care because of a mental or physical impairment.

II. REFERENCE:

- A. Medical/FMLA Leave of Absence/NJ Paid Leave Policy #60.9.20
- B. Payroll Work Week Hours Policy #60.9.27

III. POLICY:

- A. Staff members may voluntarily transfer their accrued sick or vacation time to another legacy UMDNJ staff member in critical need of extending paid leave prior to commencing an unpaid medical leave due to a documented life threatening or catastrophic illness for themselves or immediate family members, as defined above.
- B. Excluded are medical conditions resulting from workers' compensation or self-inflicted injuries, or injuries that may have occurred during the course of committing a criminal act, i.e. felony or assault.
- C. Staff may not use donated sick time during a period of disciplinary suspension.
- D. Time donated to part time staff members shall be prorated in accordance with the hours for which such employees were hired to work.
- E. The act of soliciting and/or accepting any form of compensation, gratuity, or anything of value directly or indirectly in return for donating or receiving time off accruals relating to the legacy UMDNJ Staff Leave Donation Program is strictly prohibited.

IV. REQUIREMENTS:

- A. **DONOR CRITERIA:**
 - Must be an active staff member, in regular status, employed for at least one (1) year.
 - Donations must be in whole day increments and may not exceed 10 days total in a calendar year.
 - Donations are irrevocable.
 - Must have a minimum balance of 20 accrued sick days prior to transfer of sick days.
 - No accrued balance is required when donating vacation days.
 - Must submit a written request to University Human Resources.
- B. **RECIPIENT CRITERIA:**
 - Has a documented life threatening or catastrophic illness for self or qualifying family member.
 - Must be an active staff member, in regular status, employed for a minimum of one (1) year.
 - All accrued sick, vacation, float days and compensatory float time must be exhausted.
 - Is not receiving short or long term disability or personal (private) disability or Workers' Compensation insurance benefits or have a Workers' Compensation claim pending that is allegedly related to the absence.

- Total donated time cannot exceed projected length of time medically certified for the covered condition.
- Must submit appropriate medical documentation/physician's letter provided by the attending physician or certified/licensed provider.
- Unused donated sick or vacation time is irrevocable and shall remain in the recipient's account.

V. PROCEDURES:

- University Human Resources shall be responsible for reviewing and authorizing all leave donation requests and ensuring compliance with all applicable policies.
- All requests are subject to the submission of a written request by the donor and must comply with the aforesaid Donor and Recipient Criteria and Requirements.
- Participation in the program is voluntary.
- The donor's leave records shall be debited the amount of time being donated.
- The recipient's leave records shall be credited with the amount of time being donated at the recipient's rate of pay. During the receipt of donated leave time, the recipient shall remain eligible to accrue sick and vacation leave.
- Donated leave time that extends a staff member's paid absence shall be factored in when calculating medical/FMLA leave and the maximum time standards permitted by the Medical/FMLA Policy 60.9.20. Total maximum donations shall not exceed twelve (12) months. FMLA will run concurrently for the first twelve (12) weeks of the leave. Twelve (12) weeks shall be the maximum for staff on intermittent leave.