

Leave Donation Program

The Leave Donation Program is available to full-time and regular part-time employees who are unable to work due to a non-job related temporary disability or catastrophic medical condition and are not eligible for The Sick Leave Bank, Worker's Compensation or disability retirement benefits.

The Program offers disability income benefits payable at the rate of 80% of the applicant's pre-disability daily rate of basic earnings. All accrued sick, annual, compensatory and overtime leave must be exhausted before donated leave can be used. The employee also has to be out for 30 workdays to be eligible to receive leave donations. Employees who work a 24 hour shift must have a continuous medical absence for a minimum of 10 workdays to be eligible to receive leave donations. Donated leave will be paid retroactively beginning with the applicant's first day of leave without pay. Leave used under this Program will count towards the (12) weeks of Family Medical Leave (FMLA), when applicable. The maximum number of hours that may be authorized to an applicant in a 12-month period is 320 hours or the part-time equivalent. The Program is voluntary for all participants. Employees who want to donate leave must donate annual and/or sick leave in one (1) hour increments.

For additional information, please refer to Administrative Regulation 2.14.