

## **Catastrophic Leave Donation Policy**

The Catastrophic Leave Donation Policy provides a means to assist non-faculty employees who experience a catastrophic event and have exhausted their paid leave benefits. Catastrophic Leave Donation programs allow employees who have completed one year of service to voluntarily donate accrued vacation leave to another college employee who has experienced a catastrophic event.

### **Intent**

Molloy College provides employees with generous paid time away from work benefits including, but not limited to, sick leave and vacation accruals. It is expected that employees will exhibit good stewardship over their sick leave and vacation accruals by maintaining adequate balances if extended time away from work ever becomes necessary. However, the college realizes that a situation may arise in which an employee may experience a catastrophic event and has exhausted his or her paid leave benefits.

Note: This program is not an additional leave entitlement or benefit, but rather a means of allowing Molloy employees to assist colleagues in need.

Caution: Confidentiality is an important aspect of the catastrophic leave donation program and it is expected that all employees (e.g., donors, recipients, administrators, and supervisors), regardless of their decisions to participate in a catastrophic leave donation, will do their parts to maintain such confidentiality.

### **Definitions**

A catastrophic event is an extremely severe health-related situation necessitating the employee's absence from work for an extended period of time. These events are one's own terminal, life threatening, or other grave illness/injury, or a family member's terminal, life threatening, or other grave illness/injury. A family member is defined as a spouse, partner, parent/legal guardian, sibling or child (including biological, adopted, foster, and stepchild).

### **Eligibility**

All full or part-time non-faculty employees who have completed one year of service are eligible to participate, either by donating time (donors) or by accepting donations (recipients).

### **General Procedures**

The Catastrophic Leave Donation program is intended to be used on a case-by-case basis when a qualifying catastrophic event involving an employee is brought to the attention of the College Human Resources (HR) Director or designee. The HR representative or designee is then responsible for:

1. Reviewing prospective recipient eligibility in consultation with appropriate department

representatives. If the decision of the designated department representative(s) is to deny the request for catastrophic leave donation, the decision may be appealed to the appropriate Vice President, in writing, within one week of the initial denial, and the decision of the Vice President will be final.

2. Informing college personnel that voluntary donations are being accepted. Such requests to donate leave must be voluntarily and completed on the Catastrophic Leave Donation Form. Solicitation of donations by staff members is prohibited. No personal information will be included in the request. All donors will be held in confidence.

3. Ensuring that donors meet all eligibility requirements.

4. Ensuring that accurate record keeping is maintained and communicated to the Payroll Office on a timely basis, whenever transferring and crediting donated leave.

5. Ensuring that the recipient's absence is designated in accordance with the appropriate leave policy. (e.g. Short Term Disability, Family and Medical Leave, Personal Leave, etc.) If the absence qualifies under the Family and Medical Leave Act (FMLA), such leave time shall be charged against the recipient's 12 week FMLA entitlement. The department reserves the right to approve, deny, continue or discontinue a leave in accordance with the provisions of the specific leave policy, regardless of the amount of donations available.

6. Any donated time in excess of need will be stored in a general account for any future employee in need. This time will be carried over until it is depleted.

### **Donor Eligibility Criteria**

In order to donate paid leave, the following criteria apply:

- An employee must have been employed by the college for at least one year in a regular full-time or part-time non-faculty position and have a positive vacation balance.

### **Recipient Eligibility Criteria**

In order to receive donated paid leave, the following criteria apply:

- An employee must have been employed by the college for at least one year in a regular full-time or part-time non-faculty position; In the case of an employee's own illness/injury, all accrued vacation, sick leave and holiday time must be exhausted before receipt of donated leave. In the case of a family member's illness/injury, all applicable vacation time must be exhausted before receipt of donated leave; The absence must be expected to continue for an extended period of time, but it does not have to be in consecutive or full days to qualify for donated leave; The recipient will receive with the amount of donated leave that is actually needed. (E.g., excess or unused donations will not be kept by the recipient.); Medical verification of the illness or condition is required by the Office of Human Resources.

- The employee must not have a disciplinary history related to the abuse of leave time or absenteeism on record prior to the need for the donated leave.

## **Guidelines**

### **Donor**

- Only vacation time may be donated. Vacation time that is donated is irrevocable.
- Anonymity of donation is greatly appreciated.

### **Recipient**

An application to the catastrophic leave policy in no way guarantees that donations will be available. If donations are not available, you will be required to take any approved leave unpaid.