

Leaves of Absence – Paid Leave Donation Procedure	Procedure Number	6.6.3P
	Effective Date	April 2, 2014

1.0 PURPOSE

In accordance with Policy 6.6 Leaves of Absence, the purpose of this procedure is to provide the parameters and detailed information pertaining to leave donations for employees of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Original Policy 4120 adopted 8/17/99
 New Procedure Adopted on: 4/2/14

3.0 PERSONS AFFECTED

Employees holding regular positions that are eligible for paid leaves are affected by this procedure.

4.0 DEFINITIONS

- A. *Regular positions* – Positions for which the College has a routine and on-going need for as, opposed to intermittent or temporary positions. The anticipated duration of institutional need for regular positions is more than six consecutive (6) months.
- B. *Intermittent positions* – Positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.

5.0 PROCEDURES

LCCC recognizes that there may be circumstances that arise in an employee’s life which may result in an extended absence from the workplace. In some of those life circumstances, an employee may be eligible for a protected leave status such as FMLA. In other life circumstances, the situation may not be eligible for consideration of protected leave and/or the employee may have exhausted all available paid leave(s).


An employee may be aware of a fellow employee’s personal life circumstance and may wish to offer support to that employee in their lack of paid leave by donating some of their own paid leave to their co-worker. Employees who have sufficient paid leave, earned and accrued, may wish to donate some of their paid leave to a fellow employee who is in need of paid leave.

Paid leave donations are subject to the following conditions:

- A. Only paid sick leave and/or paid vacation leave may be considered for donation.
- B. Only paid sick leave and/or paid vacation leave that is earned and/or accrued (as applicable) may be donated; fronted leave and/or anticipated accrued leave may not be donated.
- C. Only employees currently eligible for their own paid leave may receive paid leave donations.
- D. An employee must reserve their own individual paid leave cushion when making a paid leave donation; an employee may not donate paid sick leave that would reduce their own

sick leave balance to below **40 hours**, and may not donate paid vacation leave that would reduce their own vacation leave balance to below **80 hours**.

- E. Likewise, leave donations to an individual employee may not take the receiving employee's respective leave balances above the allowable ceiling(s) in accordance with the employee's employee category and/or designated accrual rates.
- F. The employee to whom the leave is to be donated must be eligible for the type of leave being donated, i.e., paid sick leave may only be donated to employees who are eligible for paid sick leave and paid vacation leave may only be donated to employees who are eligible for paid vacation leave.
- G. Paid leave must be donated in whole hour increments only and will be accounted for in hourly increments only (paid leave donations will not be valued based on the employee's respective wages).
- H. Once paid leave is donated, it will be considered 'belonging' to the employee to whom it was donated; donated paid sick leave will be added to the recipient's paid sick leave balance and/or donated paid vacation leave will be added into the recipient's paid vacation leave balance.
- I. An employee wishing to donate paid leave to a fellow employee must complete a leave donation form, available in Human Resources.
- J. A paid leave donation may be made anonymously, or the donation may be noted, as the donating employee wishes.
- K. Some employees may not have the opportunity to utilize all paid leave they may have earned and/or accrued during the course of their employment year resulting in leave earned over the leave ceiling being forfeited. If an employee wishes to donate paid leave that may be subject to forfeit, any/all leave donation(s) must be submitted and processed prior to leave being forfeited; forfeited paid leave is irretrievable.
- L. Employees are prohibited from directly soliciting paid leave donations from their fellow employees.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresl-Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
Approval by President's Cabinet		1/21/14
Ratified by College Council	Kari Brown-Herbst, College Council Co-chair	3/17/14
Approval by President (Signature)		4/2/14