



Policy Name:	Donated Leave Policy					
Section Number:	Use as link	Section Title:	Human Resources			
Policy Owner:	Director of Human Resources		Last updated:	February 2020	Reviewed:	March 2020
Status:	Active		Due for Review:	March 2025		

Jones County Junior College (Jones College) understands our employees encounter severe situations that require extended absence from work. The college encourages the Jones College Family to assist others in their time of need. Accordingly, Jones College has a system for employees to donate leave time to employees who have exhausted their own sick, vacation, and personal leave due to these severe situations of catastrophic illness or injury of the employee or of an immediate family member.

Definitions:

Leave - earned sick, vacation, and/or personal leave provided by Jones College as a benefit of employment.

Catastrophic injury or illness - a major or life-threatening unforeseen injury or illness of an employee or a member of employee’s immediate family, which totally incapacitates the employee from work. Chronic illnesses or injuries which result in intermittent absences from work and which are long term in nature and require long recuperation periods, may be considered catastrophic. Verification by a licensed physician is required. (Conditions that are short-term and temporary in nature are not considered catastrophic. They include, but are not limited to: common illnesses such as influenza, maternity leave, and common injuries).

Immediate family member - a spouse, child, parent of employee, step-child, stepparent of employee, sibling, foster child, or other individuals for whom the employee has documented legal guardianship.

Donor employee - any Jones College employee who wishes to donate leave to another employee.

Recipient employee – any Jones College employee who would/will receive donated leave under this policy.

Conditions

Recipient employee:

- Approved requests will be administered by the Human Resources Office.
- A Jones College employee must have exhausted all of his or her earned leave (vacation, personal and sick) before he or she is eligible to receive any donated leave. Employees who continually use sick leave as it is earned will most likely not be approved by the CABINET to receive donated leave. (Jones College’s sick leave policy does not provide an automatic entitlement for employees to miss work with pay. Employees are encouraged to use sick leave sparingly in an effort to plan for the unforeseen illnesses or injuries that may occur during employment.)

- Before a Jones College employee may receive donated leave, he or she must provide the Human Resources office with a physician's statement that verifies the beginning date of the catastrophic illness or injury, a description of the illness or injury, a prognosis for recovery and an anticipated date the recipient employee may return to work.
- The recipient employee may receive up to ninety (90) cumulative days of donated leave from all donors, which commences on the first day that the recipient employee uses donated leave.
- All donated leave will be used in increments of a whole day. A whole day will be based on the recipient's work schedule. Example: If the recipient's work schedule is for 7 hours daily, the recipient will receive 7 hours and the donor will have 7 hours deducted from the leave balance.
- The recipient employee must have been employed for a total of at least twelve (12) months by the institution by the date of the catastrophic illness or injury.
- No employee may receive leave after posting notice of resignation or retirement. No employee may receive leave after they have been terminated. Donor employee:
After the donation the donor employee must still have at least five (5) days of vacation and ten (10) days of sick leave.
- No employee may donate leave after posting notice of resignation or retirement. No employee may donate leave after they have been terminated. General:
- Donation of leave is a voluntary action. Any person who threatens, intimidates or coerces any Jones College employee to donate leave to another Jones College employee is subject to termination.

Process

Any Jones College employee may donate a portion of his or her earned personal leave, vacation, or sick leave to qualifying employee as follows:

1. The donor employee shall complete a Jones College Leave Request Form indicating the recipient employee in the "Reason for Taking Leave" section of the form and the amount and type of earned leave to be donated.
2. Supervisor/Dean approval is required, and the completed form is to be forwarded to Human Resources.
3. All requests for donating leave to employees will be reviewed by the Cabinet. The Council will approve or disapprove the request in a timely manner.
4. Donated leave will be deducted from the donor's leave balance as used. Any unused leave may be returned to the donor.