

## Employee Leave Donation Program, 2.24

### Chapter 2: Personnel

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**Responsible Office:** Office of Human Resources

**Applies to:** Benefit Eligible Staff and Faculty

**BOT Approved:** 12/16/2025

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#### **Policy:**

Rhodes State College recognizes that employees may face unexpected hardships when they have exhausted, or not yet accrued, their available sick or vacation time. To provide support in these situations, the College has established a voluntary Employee Leave Donation Program. The Employee Leave Donation Program allows eligible employees to donate their sick or vacation hours to other eligible employees who have depleted their balances and require time off for themselves or immediate family member due to a serious illness, injury or other qualifying event as defined by the Family and Medical Leave Act (FMLA).

#### **Guidelines:**

##### **I. Definitions**

- a. **Eligible Employee:** Faculty or staff members who have completed their 90-day probationary period and are employed on a regular, annual renewable appointment (including grant funded) with at least a .5 FTE classification.
- b. **Immediate Family Member:** Employee's child, step-child, spouse, domestic partner, parent and any person under the employee's legal guardianship.
- c. **Rolling Calendar Year:** 12-month period measured backward from the date an employee takes FMLA or a Medical Leave of Absence.

##### **II. Donating Leave**

- a. An eligible employee may voluntarily donate to the Employee Leave Donation Program at any time throughout the year.
- b. Eligible employees may donate up to 80 hours per fiscal year, as long as they retain 80 hours in the bank from which they donate.
- c. Donations are irrevocable and confidential.
- d. Donating employees may not designate a specific employee to receive their donated time.
- e. Donated leave is paid at the rate of the employee receiving the leave.

##### **III. Receiving Leave**

To be eligible to receive donated leave through the Employee Leave Donation Program, an employee must meet all of the following criteria:

- a. The employee has exhausted all of their available sick and vacation leave.
- b. The employee is on an approved and documented Family and Medical Leave (FMLA) or Medical Leave of Absence.

- c. Donated leave will be applied in proportion to the employee's Full-Time Equivalent (FTE) status.

**IV. Amount of Leave:**

An employee may use up to a combined 12 weeks (480 hours) of vacation, sick and leave from the Employee Leave Donation Program in a rolling calendar year. An employee who has used 12 weeks or more of paid time off in a rolling calendar year is not eligible for the Leave Donation Program.

**V. Confidentiality**

The College will respect the privacy of employees donating and / or receiving donated leave time.

**VI. V. Process**

The process to donate and request leave is outlined in the Employee Leave Donation Program Procedure.

**Related Policies or Procedures:**

Employee Leave Donation Program Procedure

Family and Medical Leave Policy

Leave of Absence Policy

**Compliance References:**

Family and Medical Leave Act

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	12/16/2025	Original Board of Trustees Approval
<b>Revised:</b>		

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*