

Employee Leave Donation Program, 2.24(a)
Chapter 2: Personnel**Purpose:**

In accordance with the Employee Leave Donation Program Policy, this procedure outlines the steps when donating or requesting leave.

I. Donating Leave

- a. Eligible employees may donate at anytime throughout the year by completing the Employee Leave Donation Program Form and submitting to the Office of Human Resources.
- b. Donated hours will typically be deducted from the employee's account in the next pay period but could take up to an additional month.
- c. Donations are irrevocable and confidential.

II. Requesting Leave

- a. Eligible employees may request leave by completing the Employee Leave Donation Program Request Form and submitting to the Office of Human Resources
- b. Eligible leave can be requested once the employee has exhausted all sick and vacation time.
- c. An employee can receive no more than 480 hours in a rolling calendar year.
- d. Employees will continue to accrue sick, vacation and all other benefits when using the Leave Donation Program.

III. Monitoring

- a. The Office of Human Resources will monitor and keep record of all donations and requests.
- b. If the Leave Donation Program bank falls below 40 hours or there is a significant need, the Office of Human Resources will notify all employees in the event they would like to make a voluntary donation.

Related Policies or Procedures:

[Employee Leave Donation Program Policy 2.24](#)

Compliance References: N/A

History:

	Date:	Reason:
Issued:	12/16/2025	Original issue date
Revised:	MM/DD/YY	

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