

**Pennsylvania State System of Higher Education
Leave Donation Program Policy
April 2004**

Effective April 1, 2004, the Leave Donation Program allows permanent employees to donate annual and personal leave to a designated permanent employee at the employee's university or Office of the Chancellor who ha

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donor's annual leave quota after donation cannot be less than the equivalent of five workdays of leave (37.5 or 40.0 hours). Anticipated personal leave may not be donated.

3. The donation is effected by the completion and submission of a Request to Donate Leave to the university Human Resource Office. Leave is deducted from the donors' annual and/or personal leave quotas at the time of donation and transferred to the recipient's sick leave quota in order by the date and time the Request to Donate Leave forms are received.
4. Unused donations are returned to the donors if: the recipient or family member recovers, deceases, or separates before the donors' leave is used; or if the recipient does not use the leave by the end of the leave calendar year, and is expected to either return to work within 20 workdays or to have sufficient anticipated leave available in the new year to cover the absence.

Communications:

1. Universities shall communicate the need for leave donations within the university/Office of the Chancellor, if authorized by the employee. Individual employees shall not utilize work time or State System materials or equipment to solicit donations.
2. No employee may intimidate, threaten, coerce, or pressure any other employee with respect to donating or receiving leave under this program.
3. All donations will be strictly confidential. However, a donor may inform the recipient of the leave donation.

* Domestic partner applies to those unions that have agreed to extend the Leave Donation Program to domestic partners. It does not apply to management employees.