

Policy

Leave Sharing/Donation Policy

UTTC recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available paid leave. To address this need, all eligible employees will be allowed to donate accrued paid sick hours from their available leave balance to their co-workers in need of additional paid sick leave.

The donation of paid sick leave is strictly voluntary. Donated paid sick leave will go into a leave bank for use by eligible recipients. The donation of paid sick leave is on an hourly basis, without regard to the dollar value of the donated or used leave. Employees cannot borrow against future paid sick leave to donate. Employees are not allowed to donate more than 50 percent (50%) of their accrued sick leave hours.

To be eligible to donate paid sick leave, the employee must:

- be continuously employed with UTTC for a minimum of two (2) years;
- not be on an approved leave of absence;
- retain a minimum of 208 hours of paid sick leave at all times; and
- donate a minimum number of 8 paid sick leave hours annually.

To be eligible to receive donated paid sick leave, the employee must:

- be continuously employed with UTTC for a minimum of one year;
- have no other paid leave available; and
- have a medical emergency, defined as a medical condition of the employee or a dependent that will require the prolonged/extended absence of the employee from duty (employees approved to receive donated sick leave are subject to the same requirements regarding providing medical documentation to employer as are all other UTTC employees that utilize sick leave hours).

Employees who would like to request donated paid sick leave are required to complete a Paid Sick Leave Request Form and submit it to the Human Resources Department. Requests for donated paid sick leave must be approved by the Human Resources Department, the employee's immediate supervisor, and the President. If the recipient employee has paid leave in their available leave balance, this leave will be used prior to any donated paid sick leave. Donated paid sick leave may only be used for leave related to the approved request. Employees who receive donated paid sick leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Employees will not be paid for available sick leave upon termination of employment.