Leave Donation Policy

Policy Number	300.25.02	**Custodian**	Human Resources
Approved Date	10/20/20		
Effective Date	10/20/20	**Review Date**	October 2020
References: Annual Leave Policy, Sick and Safe Time Policy			

1. Purpose

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

Eligible Employees

3.1. Only employees who are in a position classified to accrue leave are eligible to be considered to receive leave donations.

Donated Leave

3.2. Leave cannot be donated after a pay period has ended (i.e. cannot be retroactive).

3.3. Leave is donated hour for hour (i.e. one hour of sick/annual leave for one hour of sick/annual leave).

3.4. Leave is paid at the rate of pay of the employee using the leave.

3.5. Employee participation in the donation of leave is voluntary and any form of repayment (i.e. monetary, time donated back, or assistance with work) is not permitted.

3.6. The employee donating the leave whether it be annual or sick shall not be allowed to donate any hours that will drop their vacation or sick leave balance below 40 hours.

4. Definitions

4.1. Leave. Includes Annual Leave and/or Sick and Safe Time Leave.

5. Procedures

5.1. Employee requesting donated leave contacts the Human Resource (HR) Department prior to the pay period end date.

5.2. It is the responsibility of both of the employee's supervisors to review the requests and approve the leave in accordance with the policies of WETCC and departmental budget balanced with the needs of the employee. The supervisor may approve or deny the request.

5.3. The Human Resources Department is to contact other employees requesting a donation of leave by sending out an 'all staff' e-mail.

5.4. The Human Resources Department is responsible for ensuring approved leave donations are documented, adjusted, and sent to the payroll system as approved.

Revision History

Rev. Date	Rev. No.	Revision
01/03/2025	2.	Housekeeping, New Format, Custodian Change Changed Sick Leave to Sick and Safe Time Leave Changed Human Resources Technician to Human Resources Department
10/20/20	1.	Original