

Effective Date: 7/1/16	400-13 Leave Donation Policy
Revision Date:	Approved by: DPSA Board

The Leave Donation Program allows DPSA employees to donate paid leave (sick time, personal time, vacation) for use by other DPSA employees who are experiencing a catastrophic illness. This is a completely voluntary program and no employee is obligated to participate.

The following should be understood:

1. Nothing in this policy is meant to modify or extend our policy with regard to leave under the Family & Medical Leave Act or the Minnesota Parental Leave Act
2. Employees donating leave must have earned the leave before they have donated it
3. Donation of leave is irrevocable – once donated, the leave may not be taken back
4. Donated leave is placed in a “bank” and donors may not specify the employee who receives the donated leave
5. The leave is donated at the rate of pay of the donor
6. The leave is received at the rate of pay of the employee receiving the donated leave
7. Leave may only be donated in full day increments, up to a maximum of five (5) days per academic year
8. Donated leave is converted to the dollar equivalent. In other words, for every hour that is donated to the bank, the corresponding dollar amount (the amount the donating employee earns per hour) is credited to the bank. Approved employees will receive donated leave at their normal hourly rate of pay and the bank will be debited the corresponding amount.
9. Employees wishing to receive donated leave must be a full-time employee and have worked for DPSA for a minimum of one (1) full year prior to applying for leave
10. Employees wishing to receive donated leave must not be on a Performance Improvement Plan or subject to disciplinary action
11. Employees who are eligible for workers’ compensation payments are not eligible to receive donated leave
12. Employees wishing to receive donated leave must have completely exhausted all other forms of paid leave
13. In order to receive donated leave, employees, or one of their immediate family members (legal spouse and/or child) must have experienced a “catastrophic medical illness”, which is defined as the unexpected hospitalization or treatment of a life-threatening condition that, according to medical documentation, precludes the employee from working in their usual position during the period of treatment

Employees wishing to donate leave shall complete the Leave Donation form and submit to the Payroll & Benefits Coordinator.

Employees wishing to apply to receive donated leave shall complete the Request for Donated Leave form and the Informed Consent for Release of Data and submit these documents to the Director of Human Resources with applicable medical documentation.

Decisions to approve or deny leave shall be based on the criteria above and shall be made by the Leave Donation Committee of three persons including: the Head of Schools, one 10-month employee and one 12-month employee. In the event a 10-month employee is unable to attend (such as during summer break), their position shall be temporarily replaced by an additional 12-month employee. Employees shall be notified within five (5) business day so the decision of the committee.