

University of Scranton Institutional Policy

Staff Voluntary Vacation and Sick Time Donation Policy

Executive Sponsor: Human Resources
Responsible Office: Human Resources
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I. Policy Statement

Grounded in the Jesuit tradition of *cura personalis*, the University of Scranton is a caring and nurturing community committed to the health and welfare of its staff. The University will implement a policy for eligible staff to donate earned and unused vacation and/or sick time to a pool, for equitable disbursement, to requesting staff upon approval and in accordance with the terms of this policy. This policy shall be implemented and administered by the Office of Human Resources.

II. Reason for Policy

This policy is designed to address the needs of eligible staff, who have otherwise exhausted all available paid leave time, when employees or eligible family members (as defined) are faced with a qualifying medical emergency.

III. Entities Affected By This Policy

- Full-time staff of the University of Scranton eligible for paid time-off
- Part-time staff of the University of Scranton eligible for paid time-off

IV. Website Address for this Policy

The policy can be found on the Office of Human Resources webpage at <https://www.scranton.edu/hr/benefits/time-away-from-work.shtml>

V. Related Documents, Forms, and Tools

Attached:

Staff Voluntary Vacation and Sick Time Donation/Request Form

VI. Contacts

For policy clarification and interpretation, please contact the Office of Human Resources at (570) 941-7767.

VII. Definitions

Dependents – Staff member’s spouse, son, daughter, or parent as defined under the Family and Medical Leave Act (FMLA) who have a serious illness, injury or medical condition.

Donor – University staff member, eligible for paid time-off, voluntarily requesting to donate time, per the policy, to the timeshare pool

Medical Emergency - A medical emergency is defined under this plan as a serious illness or injury or other medical condition of the staff member, or a family member of the staff member, that will require the prolonged absence of the staff member from work, including intermittent absences that are related to the same illness or condition, that will result in a substantial loss of income to the staff

member because they will have exhausted all paid leave available, apart from the timeshare plan. (The definition and interpretation of a medical emergency shall at all times be consistent with applicable IRS guidance (IRS Revenue Ruling 90-29)

Recipient – University staff member, eligible for paid time-off, voluntarily requesting a donation of time, per the policy, from the timeshare pool.

VIII. Responsibilities

The Office of Human Resources is responsible for the implementation and administration of this policy. All questions regarding the policy should be discussed with the Office of Human Resources. Please call (570) 941-7767.

IX. Procedures

Donation of Time

A donating staff member may donate to the established timeshare pool. The donating staff member may donate up to a total of five (5) days of sick time and/or vacation time per calendar year, provided that the donating staff member maintains a total balance of fifteen (15) days in their sick time and/or vacation time accounts, combined. All time donated to the timeshare pool will be managed, considered for disbursement, and if approved, disbursed by the Office of Human Resources in accordance with the terms of this policy. Donated hours will be converted to dollars for the timeshare pool of funds, based on the donor's hourly rate at the time of donation.

A donating staff member cannot designate the donated time for a specific recipient staff member, nor may the recipient staff member request donated time from a specific donating staff member. A donating staff member may not donate more time in a calendar year than the donating staff member accrues in the calendar year.

In accordance with applicable IRS guidance, donor staff members are not entitled to claim a tax deduction or charitable donation for any leave donated.

The donation pool will accept time donations from October 1st to November 30th of each year, or other times specified by the Office of Human Resources.

To donate time under this policy, the donating staff member must complete the Staff Voluntary Vacation and Sick Time Donation/Request Form.

Time Requests

A requesting staff member may request up to two (2) weeks of donated time (depending on the requesting staff member's regular work schedule) or up to one-third (1/3) of the available balance of the timeshare pool, whichever is greater, per medical emergency occurrence as defined by the IRS noted above. Requests are limited to two (2) per calendar year, subject to available timeshare pool resources and approval by the Office of Human Resources.

Acceptable reasons for requesting donated time include:

- use by an eligible staff member with a medical emergency during the unpaid elimination period of an approved short-term disability or worker's compensation leave.
 - Donated time cannot be used to supplement worker's compensation benefit payments or partial disability.
- use by an eligible staff member with a medical emergency, as defined by the policy above, for time away from work to care for oneself or a dependent.

The recipient must exhaust all of their accrued paid leave time and any applicable paid benefit time under worker's compensation and short-term disability before being eligible to request a donation from the timeshare pool.

Time Request and Payment Procedure

- Any staff member requesting donated time under this policy must complete the Staff Voluntary Vacation and Sick Time Donation/Request Form
- Any request for donated time must be supported by a certification, provided by the requesting employee's, or family member's, medical provider confirming the medical emergency, that is the basis for the request
 - The Office of Human Resources reserves the right to request additional information, as needed, to evaluate and render a decision for any request for donated time
- The Office of Human Resources will confirm whether, or not, there are sufficient funds in the timeshare pool to cover the number of hours requested at the recipient's hourly rate
- The Office of Human Resources will review each request and render a decision
- The Office of Human Resources will typically notify the requesting staff member of the decision rendered for the request within ten (10) business days of receipt of the request
- All approved donated time will be paid at the recipient's hourly rate, at the time of payment
- The donated time cannot exceed the recipient's regularly scheduled weekly hours worked
- All applicable payroll withholdings and deductions (such as for taxes, benefit premiums, etc.) will apply to the recipient of the donated time
- Payment of any unused, approved donated time will cease if and at the time the approved recipient employee returns to work or is approved by the employee's medical provider or, in the case of a dependent, the dependent's medical provider. to return to work effective on a date prior to the use of all approved donated time
- Any approved donated time not utilized by the approved recipient staff member shall revert back to the timeshare pool

X. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.