

## **Stetson University Compassionate Transfer of Leave Policy**

### **Purpose:**

The purpose of the Compassionate Transfer of Leave (CTL) policy is to allow eligible full-time, benefits-eligible staff members who have exhausted all forms of paid leave to supplement their lost wages using vacation leave donated to a Compassionate Transfer of Leave pool by other University staff members.

An employee may voluntarily transfer a portion of their accrued vacation leave hours to a pool for eligible employees who are unable to work due to an emergency medical situation. An emergency medical situation is defined as incapacitation for an extended period of time due to a non-work-related illness or injury, which creates a financial hardship because the staff member has exhausted all accrued sick and vacation time. The emergency medical situation may be related to either the staff member or a member of their immediate family. "Immediate family" refers to the staff member's spouse/domestic partner, children, and parents and follows federal FMLA guidelines.

### **Staff Members Transferring Leave Hours:**

- Transfers of leave are voluntary and no staff member may be coerced, threatened, or intimidated into transferring leave hours under this policy.
- In order to maintain requestors' anonymity, hours will be solicited when the CTL pool falls below 150 hours.
- The transferring staff member must retain a minimum balance of 75 hours vacation hours after the transfer of leave hours.
- Hours must be donated by submitting the *Compassionate Transfer of Leave Donor* form (found on the HR website) to the Benefits Administrator in Human Resources.
- Donations will be made in hourly increments and then converted to dollars based on the donor's rate of pay.
- Upon departure from Stetson University, a staff member may choose to donate any remaining vacation time (up to the 30 day maximum) rather than receiving a cash reimbursement for accrued time. Please note that per IRS regulations, leave time donated is not eligible for a tax deduction by the donor.

### **Staff Members Receiving Transferred Leave Hours:**

- Must have been continuously employed by the University in a full-time, benefits-eligible position for at least one year immediately prior to receiving any transferred hours.
- Prior to application, the staff member must have exhausted all sick and vacation leave balances.
- Must not have received a warning for excessive absence or attendance issues in the past 12 months.

- Must be on an approved and authorized medical leave of absence in order to receive and utilize transferred leave hours.
- Must apply for transferred leave by submitting the *Request for Compassionate Transfer of Leave* form (found on the HR website) to the Benefits Administrator in Human Resources.
- During the time away from work, the staff member must not be receiving any disability benefits or other type of University-related payments.
- Employees utilizing transferred leave will not accrue additional sick or vacation leave hours based on the time paid under transferred leave.
- May utilize a maximum of 20 transferred leave days (after conversion to recipient's hours) in a 12-month rolling period.

**Limitations:**

- The availability of transferred leave hours for a staff member under this policy does not automatically authorize that staff member's time off from work and/or pay continuation.
- Transferred leave hours under this policy will run concurrently with authorized medical leave policies.
- Any unused transferred leave hours are irrevocable and will remain in the CTL pool. These hours will not be returned to the transferring employee who provided the leave hours nor shall they be retained by the recipient for use beyond the provisions allowed by this policy.
- Policy does not apply to faculty members.