



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Donated Leave

Policy:

As enacted by the 2003 Mississippi State Legislature, employees may donate a portion of their earned personal and/or major medical leave to another employee who is suffering from a catastrophic injury or illness, or to an employee who is caring for a member of his/her immediate family who is suffering from a catastrophic injury or illness. An immediate family member is defined as a spouse, parent, stepparent, sibling, child or stepchild.

A catastrophic injury or illness is defined as a life-threatening injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from a state agency for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza, the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which results in intermittent absences from work and which are long-term in nature and require long recuperation periods may be considered catastrophic.

Recipient Information:

To qualify as a recipient, the employee must:

1. Be employed with Alcorn State University for at least one year, and
2. Have worked at least 1,250 hours in the year preceding the request, and
3. Be absent from work because he/she is suffering from a catastrophic injury or illness or caring for a member of his/her immediate family who is suffering from a catastrophic injury of illness.

Prior to receiving donated leave, the employee must provide the Office of Human Resources with medical documentation that is certified by an attending physician who states the beginning date of the catastrophic injury or illness, provides a description of the injury or illness, gives a prognosis for recovery, and the anticipated date that the recipient employee will be able to return to work. Employees shall use the University's *Medical Certification Form for Donated Leave* for this purpose. The form is available on the Office of Human Resources website.

The maximum amount of donated leave an employee may receive without returning to work is 720 hours.

Agencies with more than 500 employees may only receive donated leave from employees within the same agency, as such; faculty and staff shall only receive leave donated by Alcorn State University employees.

An employee must have exhausted all of his/her own earned personal and major medical leave before he/she will be eligible to receive leave donated by another employee.

An employee, whose request for donated leave is denied, may request an appeal of the Office of Human Resources' decision. The employee will be required to complete an Authorization for Release of Protected Health Information form authorizing the Office of Human Resources to release all medical information, pertaining to the specified injury or illness, to the Department of Health and Disability Services for review and determination. This form is available by contacting the Office of Human Resources. All decisions rendered by the Department of Health and Disability Services will be final and no further appeals will be allowed for the specified injury or illness.

Donor Information

The employee donating leave ("donor employee") shall:

1. Designate the employee who is to receive the leave ("recipient employee") and
2. indicate the amount of earned personal and/or major medical leave that is to be donated.

Employees shall use the University's Donated Leave Authorization Form for this purpose. The form is available on the Office of Human Resources website.

The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal leave, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed 50 percent (50%) of the earned major medical leave of the donor employee. Leave must be donated in increments of 24 hours.

No employee shall donate leave after tendering notice of separation, for any reason, or after separation of employment.