

ALCORN STATE UNIVERSITY
Alcorn State, Mississippi

Department of Human Resources

Guidelines for Donating Leave

1. Any employee may donate a portion of his or her earned personal or medical leave to another employee who is suffering from a CATASTROPHIC injury or illness, or to another employee who has a member of his or her immediate family who is suffering from a CATASTROPHIC injury or illness.
2. CATASTROPHIC injury or illness means “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 for the employee.
3. In order for an employee to be eligible to receive donated leave, the employee must have been employed at ASU for a total of at least twelve months on the date on which the leave is donated.
4. The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave. The maximum amount of earned medical leave that an employee may donate to any other employee may not exceed 50% of the earned medical leave of the donor employee.
5. All donated leave shall be in increments of not less than twenty-four (24) hours, i.e., 24 hrs.; 48 hrs.; 72 hrs.; 96 hrs.; 120 hrs.; etc.