

Human Resources

DONATED LEAVE PROGRAM
For employees in AFT Bargaining Unit & Managers

I. Purpose

The purpose of this procedure is to set forth the eligibility requirements governing participation in the Donated Leave Program which enables eligible Rowan employees in the AFT Bargaining Unit and managers under certain conditions, to donate leave to other eligible Rowan employees.

II. Donated Leave Program Description

The program enables employees to donate

- i. A life-threatening condition or combination of conditions; or
- ii. A period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the family member's care by the employee for 60 or more work days.

B. Donor:

A leave donor must meet the following criteria and requirements:

An irrevocable donation of not more than 10 days to anyone recipient in whole days only provided that the donor shall retain a remaining balance of not less than 20 days of accrued sick leave if donating sick leave and 12 days of accrued vacation leave if donating vacation leave.

C. Prohibited Activities:

A University employee shall be prohibited from threatening or coercing or attempting to threaten or coerce another employee for the purpose of interfering with rights involving donating, receiving or using donated leave time. Such prohibited acts shall include, but not be limited to, promising to confer or conferring a benefit such as an appointment or promotion or making a threat to engage in, or engaging in, an act of retaliation against an employee.

IV. Procedures:

- A. The donated program is administered by Human Resources and is subject again

- H. The leave recipient shall continue to accrue sick and vacation leave while using donated leave time. This entitlement shall be retained and credited to the employee upon his/her return to work.
- I. Recipients cannot collect Temporary Disability Insurance