Human Resources

DONATED LEAVE PROGRAM
For Classified Employees

I. Purpose

The purpose of this procedure is to set forth the eligibility requirements governing participation in the Donated Leave Program (N.J.A.C. 4A:1.22) which enables classified Rowan employees, under certain conditions, to donate leave to other eligible Rowan employees.

II. Donated Leave Program Description

The program enables employees to donate voluntarily a portion of their earned sick and/or vacation time to other employees who have exhausted their own earned leave and who themselves or a member of their family are suffering from serious catastrophic health condition or injury which is expected to require a prolonged absence from

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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 while participating in the Leave Donation Program. Once an employee has exhausted all benefits from the Leave Donated Program, the employee can enroll or reenroll in the TDI Program.

J.   Upon retirement, the leave recipient shall not be granted supplemental compensation on retirement for any sick leave he/she received through the Donated Sick Leave Program.

V. Questions:

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