

STOCKTON UNIVERSITY



PROCEDURE

Donated Leave Program

Procedure Administrator: Associate Vice President for Human Resources
Authority: N.J.A.C. 4A:6-1.22; SFT –

work for 60 or more workdays to provide care to the family member as directed/prescribed by the family member's physician. "Immediate family" means an employee's spouse, domestic partner, child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.

- Will receive not less than five (5) donated days from one or more qualified leave donors.

Donor:

A leave donor must meet the following criteria and requirements:

- An employee may donate up to thirty (30) days to any one recipient, if the donor has 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. Donations are irrevocable and only whole days may be donated.
- The donor must not solicit or accept anything of value in exchange for the donation.

Procedures: The Donated Leave Program is administered by the Office of Human Resources subject to monitoring, audit, and appropriate rules in accordance with N.J.A.C. 4A:6-1.22. and the SFT Letter of Agreement. The employee or a family representative must submit medical verification from a physician or other licensed health care provider concerning the nature and anticipated duration of the health condition or injury. Decisions regarding eligibility will be made on a case-by-case basis by the Office of Human Resources in accordance with the guidelines provided in N.J.A.C. 4A:6-1.22.

- The Office of Human Resources will review the request and verify the employee's

than one day per donor, in which case unused time shall not be returned.

- The recipient will not receive supplemental compensation upon retirement for any unused days the recipient received through the Donated Leave Program.
- Recipients cannot collect Temporary Disability Insurance while participating in the Donated Leave Program. Once an employee has exhausted all benefits from the Donated Leave Program, the employee can enroll or re-enroll in the temporary disability program.
- The [Donated Leave Transfer Form](#) and the