



PROCEDURE

Donated Leave Program For Ten Month Classified Staff and Ten Month Faculty

Procedure Administrator: Director of Human Resources

Authority: N.J.A.C. 4A:6-1.22

Effective Date: May 12, 1993, September 21, 2010, March 16, 2011, November 8, 2011

Index Cross-References:

Procedure File Number: 6125

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. Purpose DRAFT 3/14/12

The purpose of this procedure is to set forth the eligibility requirements governing participation in the Donated Leave Program (N.J.A.C. 4A:6-1.22) which enables ten month classified staff and ten month faculty, under certain conditions, to donate leave to other ten month classified staff or faculty respectively. Professional staff and librarians represented by the Stockton Federation of Teachers are covered by a separate Procedure negotiated previously.

II. Donated Leave Program Description

The Program enables ten month staff or ten month faculty to donate voluntarily a portion of their earned sick and/or vacation time to other ten month staff and/or ten month faculty respectively who have exhausted their own earned: leave and who are suffering from a serious catastrophic health condition or injury which is expected to require a prolonged absence from work.

III. Eligibility

A. Recipient:

A classified employee shall be eligible to receive-donated sick and/or vacation time from other classified Stockton employees provided they meet the following criteria and requirements:

1. Completed one year of continuous service at the College with beginning employment in the next academic year. Faculty and ten month employees are ineligible to receive donated leave during summer months,
2. Has exhausted all accrued leave time which may include compensatory time, sick leave, vacation leave, personal leave bank and administrative leave.
3. Has not, in the two-year period immediately preceding the employee's need for donated leave, been disciplined for chronic or excessive absenteeism, chronic or excessive lateness or abuse of leave.
4. Suffer from a catastrophic health condition or injury or is needed to care for an immediate family member who is suffering from a catastrophic health condition.
5. Receive not less than five (5) donated days from one or more qualified leave donors.

B. Donor:

A leave donor must meet the following criteria and requirements:

1. An irrevocable donation of not more than 10 days to any one 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.
2. Solicitation and/or acceptance of any money, credit, gift, and gratuity, thing of value or compensation of any kind which is provided, directly or indirectly, to a donor is strictly prohibited.

IV. Procedures:

- A. The donated leave program is administered by the Office of Human Resources subject to monitoring, audit and appropriate rules issued by the New Jersey Civil Service Commission in accordance with N.J.A.C. 4A:6-1.22.
- B. Employee or supervisor on behalf of the employee may request participation in the donated leave program by providing medical documentation from a physician or other licensed health care provider concerning the nature and anticipated duration of the disability.

- C. Once the Office of Human Resources has approved an employee as a leave recipient and employee consent has been given, an electronic notification will be sent out.
- D. A leave recipient shall receive no more than 216 sick or vacation days, and shall not receive any such days on a retroactive basis.
- E. While using donated time, the leave recipient shall continue to accrue sick leave and vacation leave and be entitled to such leave upon his or her return to work.
- F. Any unused time shall be returned to the individual owner's leave bank in accord with N.J.A.C. 4A:6-1(e).
- G. Upon retirement, the leave recipient shall not be granted supplemental compensation for any unused days which he or she had received through the leave donation program.
- H. Recipients cannot collect Temporary Disability Insurance while participating in the Leave Donation Program. Once an employee has exhausted all benefits from the Leave Donation Program, the employee can enroll or re-enroll in the TDI Program.
- I. See [Donated Leave Transfer Form](#) and [Donated Leave Recipient Affidavit](#).

V. Questions

All questions concerning this announcement should be addressed to the Director Human Resources, ext.4384.