

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.12		
	Page 1 of 2		
	Last Revision Date:	03-07-2011	
Effective Date:		03-24-2009	
Section:	Personnel	Subject:	Leave Donation

PURPOSE

Provide eligible employees with additional paid leave due to catastrophic illness or injury.

PROCEDURE

A Classified or Professional Administrative employee may voluntarily transfer accrued vacation leave to a catastrophic *leave pool* due to catastrophic illness or injury. A Faculty member may contribute personal leave. This vacation/personal leave transfer is available for the recovery of the employee or to care for the employee's immediate family, persons in their established household or in situations which place responsibility for care on the employee and are subject to the following conditions:

1. An illness/injury shall be considered catastrophic if it is:
 - 1.1 Seriously incapacitating, (the employee is unable to perform all the duties of the job held at the time of disability or is unable to perform available light duty work).
 - 1.2 Extended, (i.e., the anticipated duration of the disability is at least 30 calendar days), and
 - 1.3 Confirmed in writing by a physician chosen by the employee, subject to reconfirmation by a physician chosen by the college.
2. A recipient must have exhausted all available forms of paid leave (e.g., vacation, sick leave, and compensatory time) prior to the leave transfer.
3. A recipient must have been employed by the College full-time for at least one year.
4. Contributions must be voluntary.
5. A Classified or Professional Administrative contributor must retain a minimum balance of 80 vacation hours after the leave transfer.
6. If eligible, the recipient must apply for short-term disability benefits. Leave contributions, other than for the initial short-term disability waiting period for such recipients, may only be used to supplement the short-term disability payment up to, but not exceeding, the recipient's regular rate of pay.

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 435.12	
		Page 2 of 2	
		Last Revision Date:	03-07-2011
Effective Date:		03-24-2009	
Section:	Personnel	Subject:	Leave Donation

7. Contributions shall not exceed the period of the recipient's disability or the time needed until long-term disability benefits commence, whichever period is shorter.

Leave transfers shall be accomplished by determining the dollar value of the contribution and by increasing the recipient's sick leave balance by that value.