

## **EMPLOYEE TO EMPLOYEE LEAVE DONATION**

Employees shall have the right to donate leave from one employee to another. Employees may contribute up to eighty (80) hours of sick leave to a designated College employee who has a qualified FMLA event that requires the employee to be absent and has exhausted all of his/her own accrued leave. The donation must be arranged through the Office of Human Resources, and medical documentation is required before the transfer of leave can be approved. Solicitation of leave shall not occur until approved by Human Resources. Additionally, the total amount of leave received cannot exceed that amount actually used. Employees who donate leave must retain a minimum of one- hundred and eighty (180) hours of sick leave. Employee to employee donations may not be made by an employee whose employment has been terminated or is scheduled to end.