

Sick Leave Sharing Program for Employees Experiencing a Catastrophic Event Dominican University of California

Purpose

To provide community support to individuals by donating sick time to employees who do not have sufficient time accrued.

Definition

Employee Sick Leave Sharing is defined as employees contributing part of their accumulated paid sick leave to another employee when the latter has exhausted or anticipates exhausting all paid leave options.

Eligibility

Those employees of Dominican University of California who accrue sick leave are eligible to participate. To receive donated leave you must submit completed and signed Sick Leave Request and Medical Certification forms for review. Reviews by Director of Human Resources and employee's supervisor and the appropriate vice president are required for approval.

Limits

Donors must maintain a sick leave balance of 160 hours and may donate up to 40 hours in a 12-month period.

A recipient may receive up to a maximum of 12 weeks leave integrated with or without other leave policies. Additional hours are subject to approval by the Vice President for Finance and Administration, in consultation with the Director of Human Resources and the employee's supervisor.

Processing and Administration

Requests must be made on Dominican University of California's Employee Sick Leave Sharing Program request form and submitted to the Human Resources Director. The program will be administered by Payroll.

Upon receipt of application for shared leave, Human Resources will request donations. Upon receipt of donation forms, payroll will process the donated leave in the order in which it is received and transfer it as needed.

Integration of Other Leave Policies

Donated leave will be integrated with other disability plans including but not limited to State Disability Insurance, Workers' Compensation, Social Security, Paid Family Leave, or any other disability plan. In no case will the total of any disability payment and donated leave equal more than the employee's regular wages.

Benefit Accrual

During the donated leave period, the University will maintain and pay for all benefits using donated hours to the same extent premiums would have been paid if the employee were at work. A recipient may accrue vacation and sick leave credit while on donated leave.

Privacy

For privacy reasons, all requests for donated sick leave must be initiated by the employee or his or her designated representative.