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6-809 Compassionate Transfer of Leave

Each university and the Central Office shall establish procedures by which employees may transfer their accrued vacation to other employees who are eligible to accrue vacation and who are unable to work due to suffering a catastrophic illness/injury or who are absent due to catastrophic illness/injury within an employee's immediate family, established household or in situations which place primary care responsibility for care on the employee. These transfers are subject to the following conditions:

- A. An illness/injury shall be catastrophic if it is:
 - 1. Seriously incapacitating. (In the case of the employee, 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);
 - 2. Extended. (The anticipated duration of the disability is at least 45 days); and
 - 3. Confirmed in writing by a physician chosen by the employee, subject to reconfirmation by a physician chosen by the university.
- B. Recipients must have exhausted all forms of paid leave (e.g. vacation, sick leave, compensatory time) prior to the leave transfer.
- C. Recipients must have passed their initial probation if appropriate.
- D. Contributions must be voluntary.
- E. Contributors must retain a minimum balance of 80 vacation hours after the leave transfer.
- F. Recipients who are enrolled in a short term disability program offered by the universities must apply for, and, if eligible, receive their short term disability benefits before compassionate transfer of leave contributions can be used beyond the initial short term disability waiting period. Compassionate transfer of 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 to exceed the recipients' regular rate of pay. In no event shall compassionate

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transfer of leave be used in lieu of long term disability unless such a claim has been denied by the carrier.

- G. Contributions shall not exceed the anticipated period of disability or until long term disability benefits commence, whichever is shorter.
- H. Transfers shall be accomplished by determining the dollar value of the hourly vacation contribution and by increasing the recipients sick leave balance by that value.