

POLICY NO. 610

Area: Human Resources

Date Adopted: May 14, 1999 Certified by _____

Dr. Adolphus Andrews
Executive Vice President and
Chief Financial Officer

Revisions Approved: April 2, 2002

Subject: DONATION OF LEAVE TO OTHER EMPLOYEES

A. Purpose

This issuance explains the CSU policy and procedures on approving and processing Donation of Leave (DL) to Other Employees actions.

B. Definitions

As used in this policy, "leave," means annual vacation leave only.

Policy:

1. As a matter of policy, the CSU will follow the provisions of O.R.C. 124.391 and Chapter 119. The O.R.C. regulations will be used as formal guidance, along with internal guidance to establish and maintain a program under which an employee may donate his/her annual vacation leave to a DL participant.
2. In the interest of paperwork reduction, an approved DL donation request shall be disseminated to staff via e-mail whenever possible. Although CSU requires that the initial request to become a DL participant must be made in writing, this requirement does not preclude the use of e-mail. However, it is highly recommended that the hard copy of all DL documents be maintained, whether electronic or otherwise, in order to readily facilitate reporting needs.
3. It is the policy of the University that the disclosure of pertinent information on the particular circumstances of a DL request not be routinely distributed beyond the Executive Vice President, who approves the request. However, employees who feel that providing more specific information will strengthen their appeal for leave donations may request full disclosure of their circumstances to potential leave donors.

C. Responsibilities

1. The Executive Vice President oversees and implements the Donation of Leave Program (DLP) with the university.
2. The Human Resources Office serves as the primary coordinator for the respective areas, and is responsible for the following:
 - a. Advising and assisting supervisors and potential program participants in the application process.
 - b. Reviewing applications for accuracy.
 - c. Coordinating reporting efforts.
 - d. Disseminating DL donation requests to area staff.
3. Immediate supervisors are responsible for consideration and recommendation of initial requests from their employees to participate in the DLP. These requests are forwarded, along with the immediate supervisor's recommendation, through the Human Resources Office and on to the Executive Vice President for final approval.
4. Timekeeper(s) are responsible for:
 - a. Recording and tracking DLP usage and donations for participants and donors under their purview.
 - b. Maintaining complete, accurate records of DLP usage and donations. These records should be maintained in the same capacity as other official timekeeping documents.

PROCEDURE:

Donation of Leave to Other Employees 610.1