



Paid Leave Programs: Vacation Donation Policy 6.27A

Office of Human Resources

Applies to: Regular Faculty and Staff

POLICY

Issued: 7/1/2004
Revised: 7/1/2009
Edited: 10/15/2009

The Ohio State University strives to recruit and retain a world-class faculty and staff and to stand out as an employer of choice. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important. The university recognizes that supporting faculty and staff as they balance career, childbirth, and family life ultimately benefits the faculty, staff, and institution alike. The purpose of vacation donation is to provide financial assistance during approved unpaid leaves related to life-threatening illness or injury of self or immediate family members, for childbirth, adoption and foster care placement or death of an immediate family member. This policy visibly demonstrates the university's commitment to work/life integration.

Definitions

Term	Definition
Immediate family member	Spouse; domestic partner; mother; father; sister; brother; biological, adopted, or foster child; stepchild; legal ward; grandparent; grandchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's partner; other persons for whom the employee is legally responsible; and anyone who stood in loco parentis to the employee as a child. To use leave for the care of a domestic partner or for the corresponding relative of the partner, a completed Affidavit of Domestic Partnership form must be on file with the Office of Human Resources, Benefits Services .
Life-threatening illness or injury	An illness, injury, impairment, or physical condition that a licensed physician certifies as terminal or life threatening.
Unpaid leave	Leave without pay for personal or medical reason that has been approved by the department per the process outlined in the Unpaid Leave Policy 6.45 .

PROCEDURE

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- A. Eligibility
 - A. The recipient may request to receive donated vacation to provide care for their own or an immediate family member's life threatening or terminal illness or injury. The use of donated vacation may also be requested for the birth, adoption or foster placement of a child or for the death of an immediate family member.
 - B. The recipient must have a regular appointment that is eligible to accrue sick time and must have exhausted all paid leave balances before using donated vacation. The recipient may not be receiving any paid benefit from the university (Short-Term or Long-Term Disability and/or Workers' Compensation).
 - C. The donor must have a minimum balance of 80 hours of vacation remaining after donation (minimum should be prorated according to donor FTE).



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- B. Use
- A. Only immediate family members can donate across colleges/VP units. In no other cases can donations cross colleges/VP units.
 - B. Sick and compensatory time may not be donated.
 - C. Donated vacation can only be applied for after unpaid leave is approved.
 - D. The recipient may use up to 4 weeks of donated vacation time (up to 160 hours, prorated based on FTE). Maximum exceptions must be approved by Dean/VP and the Office of Human Resources.
 - E. Donated vacation may not be used to exceed the recipient's normally scheduled work hours per pay period and must be donated in 8-hour increments.
 - F. Leave taken using donated vacation may not be counted in the calculation of unpaid leave balances.
 - G. Donated vacation may run concurrently with Family Medical Leave.
 - H. Donated vacation cannot be paid from a sponsored research project (grant or contract).
 - I. Donated vacation hours are converted into an equivalent number of sick time hours, regardless of differences between participants' pay rates.
 - J. Unused donated vacation hours are forfeited and will not be returned to the donor.
 - K. Requests to receive donated vacation made by individuals in the disciplinary process for attendance-related concerns are approved at the department's discretion.
 - L. The recipient is prohibited from soliciting co-workers for vacation leave. Donations must be voluntary.

Responsibilities

Position or Office	Responsibilities
Recipient	<ul style="list-style-type: none"> I. Recipient must submit an Application for Leave form to request unpaid leave. For illness/injury, documentation must also include a note from the physician stating that the medical condition is terminal or life threatening. For the birth or adoption/foster placement of a child, documentation must include proof of birth or adoption/foster placement. For the death of an immediate family member a copy of the death certificate/obituary must be provided. II. Once unpaid leave is approved, the recipient must submit a second Application for Leave form, which will include the name of the donor(s), requesting the use of donated vacation. III. Recipient must sign a Vacation Donation Recipient Agreement.
Unit	<ul style="list-style-type: none"> I. A manager or human resource professional from each unit must approve the donation and then meet with the donor(s) and recipient individually to review guidelines and obtain signed a Vacation Donation Recipient Agreement and a Vacation Donation Donor Agreement. II. The college/VP unit will contact Integrated Disability in the Office of Human Resources to ensure the recipient is not earning other paid benefits. Integrated Disability must be notified prior to approval of the request.



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	<p>III. The college/VP unit approves/disapproves the request in consultation with the Office of Human Resources, Organization and Human Resource Consulting (OHRC).</p> <p>IV. The college/VP unit inputs the appropriate vacation and sick balance changes into the HRIS system.</p>
Office of Human Resources	<p>I. The Office of Human Resources, OHRC, will consult with individuals and college/VP units as appropriate.</p> <p>II. The Office of Human Resources, OHRC, will review and approve requests for exceptions to the maximum number of hours donated and track completed donations.</p>

Resources

Forms

[Application for Leave](#)

[Affidavit of Domestic Partnership](#)

[Vacation Donation Donor Agreement](#)

[Vacation Donation Recipient Agreement](#)

Related Policies

[Policy 6.05](#) – Family Medical Leave

[Policy 6.27](#) – Paid Leave Programs

[Policy 6.45](#) – Unpaid Leave

Contacts

Subject	Office	Telephone	E-mail/URL
Policy Clarification	Organization and Human Resource Consulting (OHRC), Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/ohrc
Policy Clarification – Health System and Hospitals employees	Medical Center Human Resources	614-293-4995	
Workers Compensation or Short or Long Term Disability	Integrated Disability, Office of Human Resources	614-292-3439	id@hr.osu.edu http://hr.osu.edu/benefits/disabilitybenefits.aspx

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