

# **DONATED LEAVE FOR CATASTROPHIC ILLNESS**

## **IMMEDIATE FAMILY MEMBER**

### **Guidelines**

#### **I. Certification Requirements**

- A. Within Workday, the employee must submit a request to receive catastrophic leave donations. If not approved for FMLA, employee will receive (Workday inbox) the “Donated Leave for Catastrophic Illness - Immediate Family Member Application” form to be completed by immediate family member’s health care provider.
- B. The health care provider’s statement on the “Donated Leave for Catastrophic Illness - Immediate Family Member Application” form is the basis for determining if the requirements of the catastrophic illness definition have been met. Based on the information provided by the health care provider, the University Human Resources/Benefits Office will determine if the employee meets the remaining eligibility requirements in Part III (B).
- C. University Human Resources/Benefits Office may, at its initiative and expense, seek clarification or updates from the health care provider regarding the status of the employee’s immediate family member’s illness or injury.

#### **II. Program Requirements**

- A. Eligible donors may make donations of accrued leave time from the accrued vacation leave or vacation credit leave. Donations must be made in increments of one hour or more. All of the recipient’s own eligible accrued leave must be exhausted before donations will be credited to the recipient.
- B. All eligible ISU employees earning vacation/vacation credit leave may donate on a dollar for dollar basis to any eligible ISU employee.
- C. Approval for use of donated leave shall be for a period not to exceed 90-work days for each occurrence.
- D. Donated leave will be deducted from the donor’s leave balance (vacation or vacation credit) at the time of the donation and added to the recipient’s’ vacation leave balance. Donated leave hours not used by the end of the eligible period, will be returned to the donor.
- E. Donations shall be credited on a first-in/first-out basis according to the date on the request to donate catastrophic leave donations.
- F. Recipient may discontinue donated leave contributions at any time.

- G. Donated leave for catastrophic illness of an immediate family member will not restrict the right to separate probationary employees.
- H. When donated leave for a catastrophic illness is received, Iowa State University will pay its share of health, dental, group term (basic) life, long-term disability (after first year of employment) and retirement contribution. Employees will be responsible for payment of any required contributions for benefits.
- I. Leave without pay provisions shall apply to the following currently enrolled benefits, which may include: health, dental, group term (basic) life, voluntary term life, dependent term life, long-term disability insurances, flexible spending account, and optional eyewear plan. Also, holiday pay, sick leave accrual and vacation leave accrual. Employees are allowed to continue or end currently enrolled insurance coverage.
- J. Donated leave hours are not tax-deductible.

### **III. Recordkeeping**

- A. Iowa State University Human Resources/Benefits Office shall maintain records pertaining to donated leave and shall make these records accessible upon request, pursuant to University policy and applicable law.
- B. Records and documents relating to donated leave must be treated as confidential and maintained by University Human Resources/Benefits Office.
- C. Information regarding recipients and donors shall remain confidential.