

**Donated Leave for Catastrophic Illness/Injury
Employee or Family Leave
Process for Departments**

First Step – Receipt of Completed Application

When the completed Donated Leave for Catastrophic Illness/Injury Request (for Employee or Immediate Family Member) is received, the UHR Benefits Office will verify eligibility. Once verification is completed, an email notification will be sent to the employee's manager, department HR Partner.

Second Step – Department Notification

ISU does not send a notice campus wide or post names of employees requesting to receive donations.

The department will post and/or send an email to their department/college employees indicating the "name" of the employee the requesting donations for catastrophic leave for employee or an immediate family member notifying them regarding the request for catastrophic donations. The department may also pass the word to other departments where the employee worked on a regular basis. On their own behalf, the employee requesting the donations may spread by word of mouth.

Below is a sample email. **You should not disclose any medical information.**

Dear "Name of Department"

(name of employee) qualifies for the ISU Donated Leave for Catastrophic illness program for (Employees or Immediate Family Member) and needs your help. If you are willing to share your vacation leave or Vacation credit leave, please complete the Request to Donate Catastrophic Leave to Employee in Workday.

Thanks for your consideration,

Departmental Contact

Third Step – Monthly Process

The employee requesting donations will be allowed to receive donations for the duration of the medical leave up to a maximum of 90-work days, which is the equivalent of 720 hours.

The UHR Benefits Office will receive the notice of donations and add the donated hours to the recipient's sick leave bank in Workday and subtract the vacation/vacation credit hours from the donor's balances. The Benefits Office will also put the employee on Catastrophic Leave and apply sick leave hours on the employee's absence calendar each month. The manager will receive an inbox item to approve the sick time off request.

The UHR Benefits Office will work closely with the department. The key will be to monitor donations received and if not enough donations are received, recipient will need to be put on leave without pay to avoid any overpayment.

Using Donations

Employee leave – the recipient may begin to receive donations after all the sick leave, vacation and vacation credit leave balances are exhausted.

Immediate Family Member – the recipient may begin to receive donations after all the emergency leave, vacation and vacation credit leave balances are exhausted

If you have any questions regarding the process contact the Benefits Office:

Email: benefits@iastate.edu

Phone - 515-294-4800