**7-ADMIN-7 Sick Leave Donation Programs**

Responsible Division/Office: Office of Human Resources

Responsible Officer: Chief Human Resources Officer

Revision History: 2022

Effective Date: November 7, 2022

Next Review: 2027

(A) Summary. Sick leave donation programs, which may be titled emergency sick leave reserve, emergency sick leave bank, or leave donation program (referred to as an ESLR or collectively ELSRs for the purpose of this procedure), are programs which allow an employee to voluntarily donate accrued but unused sick leave to a fellow employee due to their own or an immediate family member’s medical condition of a non-routine nature.

(B) Purpose. To establish procedures for the Office of Human Resources to manage University ESLRs.

(C) Parameters.

(1) An employee must be on a medical designated leave, such as Family Medical Leave, in order to utilize ESLR leave.

(2) An employee must have exhausted all accrued leave before using any awarded ESLR.

(3) Awarded ESLR leave runs concurrently with Family Medical Leave or approved medical leave of absence.

(4) Employees are not authorized to deposit unused sick leave into an ESLR upon retirement or separation from the University.

(5) An employee cannot utilize ESLR leave in lieu of workers’ compensation benefits.

(6) Use of approved ESLR ceases when:

(a) The recipient has been medically released to perform the essential functions of their job and/or has returned to work with an accommodation pursuant to the Americans with Disabilities Act (ADA).

(b) The immediate family member of the employee no longer requires the assistance of the employee based on medical documentation provided by the dependent’s physician.

(c) The recipient applies and is approved for disability retirement, short or long-term disability benefits, or any other form of replacement compensation.

(d) The recipient has exhausted all donated hours granted through the ESLR.

(e) The recipient separates from the University.

(7) Current ESLR programs may be found in Article 19 of the Fraternal Order of Police Collective Bargaining Agreement (CBA), Article 7 of the Ohio Education Association CBA, Article 7 of the Association of Classified Employees CBA, and Article 15 of the Association of Professional/Administrative Staff CBA.