



SUBJECT: LEAVE DONATION

APPROVED BY:

EFFECTIVE

DATE: 06-20-08 (replaces 07-01-96)

Executive Director

Reviewed (no changes): 09-08-09 01-19-10  
03-31-11                     

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**POLICY** (Continued)

2. Eligible Donor: An employee of McIntosh Trail CSB who meets the following criteria:
  - a. Has been continuously employed by an agency covered by the State Merit System for at least twelve (12) months.
  - b. Has a balance of not less than sixty (60) hours of annual leave after donation, if donating annual leave.
  - c. Has a balance of not less than sixty (60) hours of sick leave after donation, if donating sick leave.
3. Leave Keeper: The person responsible for maintaining leave records for each center/program.
4. Family Member: The recipient's spouse, child, parents, brother, sister or any other person who resides in the recipient's household and is recognized by law as a dependent of the recipient.

**PROCEDURE**

- A. Request by Leave Recipient
  1. A written request for solicitation of donations should be submitted to either the Center Director or designee as appropriate for approval. (See attachment #1)
  2. Employees may request solicitation of donated leave up to forty (40) days prior to going into leave without pay status.
  3. The request should include the medical necessity for the leave, the amount of leave requested, the date the employee goes on leave without pay, and the dates the leave is requested to cover. If documentation from a medical provider has not previously been submitted, it should be included with the written request. (See attachment #2)
  4. The request should be forwarded to the Personnel Manager for final approval.
  5. The employee must consent to the posting of a notice describing the circumstances which support the leave donation request. (See attachment #3).



