## Eligibility and Details of Leave Transfer (Pool) Program, Effective July 1, 2016

<table>
<thead>
<tr>
<th>Leave Pool Donors</th>
<th>Leave Pool Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must be in an FTE position.</td>
<td>• Must be in an FTE position.</td>
</tr>
<tr>
<td>• Must make a formal request to donate annual and/or sick leave.</td>
<td>• Must make a formal request to receive leave from the leave pool.</td>
</tr>
<tr>
<td>• May donate up to one-half of the annual and/or or sick leave earned within a calendar year to the appropriate leave pool.</td>
<td>• Must have a medical emergency defined as a medical condition of the employee or a family member that requires the prolonged absence of the employee from work.</td>
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<tr>
<td>• Donors who donate sick leave must retain a minimum of 15 days of sick leave within their own balances.</td>
<td>• Must be in a leave without pay status for at least 30 working days or provide documentation which indicates a medical emergency that will result in an employee being in leave without pay for 30 days.</td>
</tr>
<tr>
<td>• Donations may be made to the general leave pool or to an individual faculty or staff member eligible to participate in the Leave Transfer (Pool) Program.</td>
<td>• Generally, all of the recipient’s eligible sick or annual leave must be used before transfer of leave from the pool.</td>
</tr>
<tr>
<td>• Any annual and/or sick leave which is donated to a specific eligible employee will count towards the maximum amount of annual and/or sick leave that an employee can donate within a calendar year.</td>
<td>• Click HERE to request leave from the leave pool.</td>
</tr>
<tr>
<td>• After a donation is made to a specific employee, the unused portions of the leave donation are transferred to the general leave pool for the University.</td>
<td>• Click HERE to donate to the leave pool.</td>
</tr>
<tr>
<td>• Employees may not rescind their donations after leave hours have been donated.</td>
<td></td>
</tr>
</tbody>
</table>

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**August 25, 2016**