



Leave Transfer Program Guidelines	
Leave Pool Donation	Leave Pool Recipients
<p>Eligibility Criteria: Employees who are leave eligible in a full-time (FTE), temporary time- limited (TLP), or temporary grant (TGP) positions:</p> <ul style="list-style-type: none"> • Employee may donate leave days if all other eligibility requirements have been met. • Leave pool donation may be requested via the online leave pool donation portal. • An employee may donate up to one-half of their annual and sick leave earned within a calendar year to the appropriate leave pool. • You must retain a minimum of 15 days of sick leave in your sick leave balance. • Leave pool donations may be made to the general leave pool or to an eligible individual. • 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. • Employees may not rescind their donations after leave hours have been donated. 	<p>Eligibility Criteria: Employees who are leave eligible in a full-time (FTE), temporary time- limited (TLP), or temporary grant (TGP) positions:</p> <ul style="list-style-type: none"> • An eligible employee may apply for leave pool by submitting a Special Leave Request packet. • Employees must have experienced a personal emergency. “Personal emergency” means a catastrophic and debilitating medical situations, severely complicated disabilities, severe accident cases, family medical emergencies or other hardship situations. • Generally, all the recipient’s must use their own paid leave in accordance to the University policies prior to a leave pool request.