



Leave Transfer Program Guidelines	
Leave Pool Donation	Leave Pool Recipients
<p>Eligibility Criteria: Employees who are leave eligible in a full-time (FTE) and temporary time- limited (TLP) 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) and temporary time- limited (TLP) 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.