



January 29, 2020

Dear Colleagues,

As Human Resources released an [updated policy](#) on leave benefits for managerial and confidential employees in 2019, I write to share guidance on the process for donating vacation, holiday, or personal time to another management or confidential employee who may be absent due to a long-term illness or injury.

At all campuses, the eligibility, documentation, and call-for-donations processes are similar. Eligible employees on unpaid leave, with appropriate medical documentation on file, must contact Human Resources (Absence Management in Storrs and Farmington). Without identifying the impacted employee, Human Resources will put out a call for donations in the Daily Digest or UConn Health Lifeline, respectively, and directly to the appropriate population of management and confidential employees. (Employees from Storrs or the Regional campuses may only donate time to fellow Storrs or Regional employees; likewise, UConn Health employees may only donate time to fellow UConn Health employees.)

Human Resources will coordinate with Payroll to ensure that donations are removed from the donor's balance(s) and applied to the recipient's unpaid absence. At Storrs and the Regionals, if an employee returns to work prior to exhausting all donated time, the excess time will be donated to a sick leave bank, available to future management and confidential employees in need.

At UConn Health, donated time will be applied in the order in which it is received. Therefore, if an employee returns to work before exhausting all donated time, Human Resources will return the remaining time to employees, as appropriate. To illustrate, upon a call for donations at UConn Health, Employee 1 donates 10 vacation days, then Employee 2 donates 10 vacation days. If the employee who received the donated time returns after 15 days, Human Resources will return the remaining 5 donated days to Employee 2.

We hope this process will bring relief to employees who may experience a long-term illness or injury that resulted in an unpaid leaves of absence.

Please direct questions to hr-communications@uconn.edu.

Thank you,

Aliza Wilder
Executive Director, HR Operations

	Storrs/Regionals	UConn Health
Donation Model	A Leave Bank model where Management/Confidential employees donate to a bank when a specific Management/Confidential employee is in need of time. Time from the bank is applied to the Management/Confidential employee's unpaid leave of absence	An employee to employee donation process where Management/Confidential employees donate to a specific Management/Confidential employee on leave
Eligibility Criteria	<ul style="list-style-type: none"> On an unpaid leave of absence due to a long-term illness or injury (not Workers' Compensation or Long Term Disability) Exhausted all paid leave accruals (Sick, "as if" accrued sick leave, banked sick leave, vacation, personal leave, holiday and if applicable, compensatory time) 	<ul style="list-style-type: none"> On an unpaid leave of absence due to a long-term illness or injury (not Workers' Compensation or Long Term Disability) Exhausted all paid leave accruals (Sick, "as if" accrued sick leave, banked sick leave, vacation, personal leave, holiday and if applicable, compensatory time)
Documents Required	Medical Certificate (P33A) on file certifying the need for medical leave	Medical Certificate (P33A) on file certifying the need for medical leave
Employee Process	<ul style="list-style-type: none"> Employee on unpaid leave contacts HR Absence Management team to determine if eligible for donations If eligible, notification of request for donations (for anonymous employee) is published in UConn Daily Digest and sent to Management/Confidential Employee Listserv HR Absence Management team works with Payroll to apply donations to employee's unpaid absence 	<ul style="list-style-type: none"> Employee on unpaid leave contacts HR Absence Management team to determine if eligible for donations If eligible, notification of request for donations (for anonymous employee) is published in the UConn Health Lifeline (E-Newsletter) and sent to Management/Confidential Employee Listserv HR Absence Management team works with Payroll to apply donations to employee's unpaid absence
All-Call Procedure	Management/Confidential employees will be notified by HR Absence Management team of the need for donations to an unnamed Management/Confidential employee through UConn Daily Digest & Management/Confidential Employee Listserv	Management/Confidential employees will be notified by HR Absence Management team of the need for donations to an unnamed Management/Confidential employee through UConn Health Lifeline & Management/Confidential Employee Listserv
Handling of Excess Donations	The excess donations received for the specific absent employee will be entered into the Management/Confidential Sick Leave Bank	If receiving employee returns to work prior to use of all donations, Payroll returns unused donated time to UCH Absence Management team and HR Leave Administrator returns the form and sends an email to donating employee