

JUDICIARY HUMAN RESOURCES DEPARTMENT

LEAVE DONATIONS FACT SHEET

DONATING LEAVE:

- Each employee wishing to donate leave to another Judiciary employee must complete and submit a **JUDICIARY LEAVE DONATION FORM (JHR 0019)***.
- The form requires verification and approval from **both** the DONATING employee's Administrative Official and the RECEIVING employee's Administrative Official.
- There is no maximum donation, however an employee's eligibility to donate to another requires that his/her own sick leave balance remains at, or above, 240 hours after the donated leave is deducted.
- Leave donated to another employee is returned to the donating employee if unused.

RECEIVING DONATED LEAVE:

- To receive donated leave the employee must be a Regular [status] employee (Law Clerks are not eligible to participate.)
- If required to serve an initial probation, must have successfully completed the initial 6-month probationary period prior to receiving donated leave.
- The employee must meet all eligibility criteria:
 - ✓ No disciplinary actions in the last twelve (12) months.
 - ✓ Maintained a rating of at least "meets standards" in leave management or attendance/dependability.
 - ✓ Maintained an overall performance rating of at least "meets standards."
- Employees wishing to receive donated leave from another employee must complete and submit to the Administrative Official:
 - ✓ **JUDICIARY LEAVE DONATION AND LEAVE BANK PROGRAM MEDICAL CERTIFICATION REQUEST FOR LEAVE FORM (JHR 0018)**, with a health care provider documenting that the employee has a serious and prolonged medical that results in an absence of more than 5 consecutive work days.
 - ✓ **JUDICIARY LEAVE DONATION FORM (JHR 0019)** with verification and approval from **both** the DONATING employee's Administrative Official and the RECEIVING employee's Administrative Official.
- Donated Leave may be used **only** for the Judiciary employee's medical condition.
- All accrued leave must be exhausted before donated leave is applied.
- The employee may not receive more than 320 hours of leave from the Leave Bank and /or donated leave [combined] in a 12-month period, or more than 1,040 hours in the employee's career.
 - ✓ Employees may not solicit leave donations, however, the Administrative Official may inform staff that an unidentified employee is in need of donated leave. Pursuant to the policy, the identity of the employee must not be disclosed to potential donors.

APPEALS:

- An employee who is denied donated leave may request an appeal.
- To file an appeal the employee must complete and submit a **JUDICIARY LEAVE DONATION AND LEAVE BANK PROGRAM REQUEST FOR RECONSIDERATION OF DENIAL FORM (JHR 0021)*** to the Executive Director of Human Resources within 5 days of when the employee became aware of the denial.
- The decision of the Executive Director or his/her designee is final and not subject to further administrative review.

**Forms can be found on the Judiciary Website*

Consult the Policy on Leave Donations and the Judiciary Leave Bank or contact the Office of Employee Relations at (410) 260-1732 if you have any questions.