



MOUNT HOLYOKE COLLEGE

SICK LEAVE BANK DONATION FORM

NAME: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

CAMPUS PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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I wish to donate a vacation day to the following individual:

\_\_\_\_\_

I have read the Sick Leave Bank policy and understand that donations are irrevocable.

- Please keep my donation anonymous
- It is ok for you to release my name to the recipient

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Name

\_\_\_\_\_  
Date

# MOUNT HOLYOKE<sup>SM</sup>

## Staff Sick Bank Policy

In the event that an employee has a catastrophic illness or injury which keeps him/her out of work for an extended period, and this employee exhausts all of his/her sick leave and vacation bank, other employees at their choice may donate a vacation day to this employee. The exchange will be a day for a day, not based on salary of donor or recipient.

The Human Resources Department will act as a clearinghouse for the management of the anonymous donation. The donating employee will complete a confidential form to be submitted to the Human Resources Department.

There will be a limit of one (1) day donation per incident. However, there will not be a limit on the total number of days if there are several incidents during the year.

Only whole days may be donated; part-time days will be pro-rated.

### CRITERIA FOR ELIGIBILITY:

- The benefits eligible employee should contact their supervisor or the Human Resources Department for consideration. However, the administration may also approach the individual to make him/her aware of this policy.
- The employee will decide who will be notified about the need, i.e., department only, division only, or campus wide.
- The employee must have exhausted all of his/her leave banks prior to applying to the Sick Bank.
- The employee must not be receiving compensation from other employment.
- FMLA is activated and will run concurrently with any leave.
- The employee will continue to accrue sick and vacation benefits as long as he/she is being paid.

May 2008