

410-17 COMPASSIONATE TRANSFER OF LEAVE—PROCEDURE

1. PURPOSE

The purpose of the Compassionate Transfer of Leave benefit is to provide eligible employees with additional paid leave for a specific period of time due to their own catastrophic illness, or injury, or any other personal medically related reason that qualifies under the Family Medical Leave Act (FMLA).

2. PROCEDURE

1. Eligibility to Receive Leave

Full-time benefit eligible faculty and staff are eligible to receive compassionate transfer of leave for their own medically related issue for a maximum of 12 weeks or 480 hours. Compassionate leave does not apply for the care of a family member.

Employees on Worker's Compensation Leave, Short-Term Disability, or Long Term Disability are not eligible to receive compassionate transfer of leave, since they are receiving money through Worker's Compensation, Short-Term Disability, or Long-Term Disability.

2. Eligibility to Donate Leave

Full-time benefit eligible staff are eligible to donate hours from Paid Time Off (PTO) or Sick Leave Reserve (SLR). Full-time faculty is eligible to donate sick leave.

3. Scope of Benefit

a. Staff may voluntarily transfer accrued PTO or SLR and full-time faculty may transfer accrued sick leave to the Compassionate Leave Bank for use by employees who are unable to work due to catastrophic illness, injury or any other medically qualifying events as defined under the FMLA Procedure 410-10, and have already used all of their PTO, SLR, sick leave, or compensatory time.

b. To be eligible to receive compassionate transfer of leave an employee must have a catastrophic illness, injury, or a health related reason that qualifies under FMLA. All of the below conditions must be met:

1. The employee is unable to perform all the duties of the job held at the time of disability or is unable to perform available light duty work.
2. The illness/injury must be confirmed in writing by a physician chosen by the employee, subject to reconfirmation by a physician chosen by the College. The Human Resources Department may require periodic progress reports during the duration of the illness/injury.

4. Receipt of Leave
Prior to the awarding of compassionate transfer of leave to an eligible employee, that employee must meet the conditions below:
 - a. A recipient must have exhausted all forms of paid leave (e.g., PTO, SLR, or sick leave, and compensatory time) prior to the leave transfer.
 - b. A recipient must have completed his/her initial probationary period.
 - c. A recipient may only receive 480 hours or 12 weeks in a 12 month period.

5. Donation of Leave
The following conditions apply to the donation of leave:
 - a. Contributions must be voluntary.
 - b. A contributor must retain a minimum balance of 80 PTO or sick leave hours after the leave transfer.
 - c. Leave transfers shall be accomplished on a direct hour-per-hour basis.
 - d. Leave is donated into a centralized pool to be used by eligible employees.
 - e. PTO, SLR, or sick leave hours will not be returned to the donating employee.
 - f. An employee's unused PTO in excess of two times the annual accrual rate at the end of the fiscal year will be converted to the Compassionate Leave Bank (refer to PTO procedure 410-03).

3. BACKGROUND

1. References: Family Medical Leave Act (FMLA), Procedure 410-10, PTO Procedure 410-03
2. Revision history: 09/09/2009
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 09/09/2009

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