

Section:	IX.3.7	
Title:	Donated Leave	
Effective Date:	March 9, 2017	
Approved By:	Vice President for Human Resources	
Responsible Unit:	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • N.J.A.C. 4A:6-1.22 • Recipient Affidavit • The College of New Jersey Donated Leave Program 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	March 9, 2017	Revised
1.0	1993	New policy; Initial release

I. INTRODUCTION

The Donated Leave Program¹ enables eligible employees of The College of New Jersey to voluntarily donate a portion of their earned sick and/or vacation time to other TCNJ employees who have exhausted their own earned leave and who are suffering from a catastrophic² health condition or injury which is expected to require a prolonged absence from work.

II. DEFINITIONS

N/A

III. POLICY

The Donated Leave Program permits eligible employees of The College of New Jersey to voluntarily donate a portion of their earned sick and/or vacation time to co-workers and other New Jersey State employees who have exhausted their own earned leave. Both the recipient and donor of donated leave time must meet eligibility requirements in order to participate. The Donated Leave Program will be administered to ensure the intent is met without interfering with any employee's privacy rights as otherwise protected by Federal or State laws, rules and regulations.

Additional information regarding this policy can be found on the Office of Human Resources website.

¹ The Donated Leave Program is prescribed for classified employees under N.J.A.C. 4A:6-1.22.

² For the purpose of this program, catastrophic shall generally be defined as life threatening.