

Donated Leave Policy

As enacted by the 2003 Mississippi State Legislature, employees may donate a portion of their accrued Personal and/or Major Medical Leave to another employee who is suffering from a catastrophic injury or illness, or an employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness, in accordance with the following conditions:

- “Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which results in intermittent absences from work and which are long-term in nature and require long recuperation periods may be considered catastrophic.
- Immediate family (for this policy) is defined to be spouse, parent, stepparent, sibling, child or stepchild.
- In order to receive donated leave, an employee must have been employed for at least one year and worked at least 250 hours during the past year. The maximum amount of donated leave an employee may receive without returning to work at the University is 720 hours. Agencies with more than 500 employees may only receive donated leave only from employees within the same agency. Therefore, University of Mississippi employees can only receive leave from University of Mississippi employees. University of Mississippi employees may donate to other agencies if such agency has fewer than 500 employees.
- No employee can donate leave after tendering notice of separation for any reason or after termination.
- The employee donating the leave (“donor employee”) shall designate the employee who is to receive the leave (“recipient employee”) and the amount of earned Personal and/or Major Medical Leave that is to be donated, and shall notify the donor employee’s department head of his or her designation. The donor employee’s department head shall notify the recipient employee’s department head of the amount of leave that has 14 for this purpose. This form can be found on the Human Resources website under the paper forms or at the following address:

<http://www.olemiss.edu/depts/HR/forms/form14.pdf>

- The maximum amount of earned Personal Leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of Personal Leave, and the maximum amount of earned Major Medical Leave that an employee may donate to any other employee may not exceed 50 percent (50%) of

the earned Major Medical Leave of the donor employee. It is also required to make donations in minimum increments of 24 hours.

- An employee must have exhausted all of his or her earned Personal Leave and Major Medical Leave before he or she will be eligible to receive any leave donated by another employee.
- Before an employee may receive donated leave, he or she must provide his or her department head with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. Employees may use HR Form 21 for this purpose. This form can be found on the Human Resources website under the paper forms or at the following address:

<http://www.olemiss.edu/depts/HR/forms/form21.pdf>

- An employee, whose request for donated leave is denied, may request an appeal of Human Resources' decision. The employee will be required to complete an Authorization for Release of Protected Health Information form authorizing the Department of Human Resources to release all medical information, pertaining to the specified injury or illness, to Dr. Jean Gispen of the University Employee Health Center for review and determination. This form is available by contacting the Department of Human Resources. All decisions rendered by Dr. Gispen will be final and no further appeals will be allowed for the specified injury or illness.