

SAINT FRANCIS UNIVERSITY COMPASSIONATE LEAVE POLICY

The University desires to provide an opportunity to mitigate financial hardships for all full-time university employees who have completed one year of service and are dealing with catastrophic, unforeseen, and major personal or family illness. This will be accomplished by the creation of a Compassionate Leave Program whereby employees may donate accrued unused vacation or sick leave. Employees, who are experiencing a significant personal or family illness, as defined below, may receive donated paid time off if all of the qualifications are met.

1. Guideline for contributing to the Compassionate Leave Program
 - a. In the event an employee is in a catastrophic situation, a “call for” donation of employee vacation or sick time shall be made by the Director of Human Resources.
 - b. A university employee may voluntarily elect to donate up to one week of accrued time off for each catastrophic situation.
 - c. A university employee must complete and submit a Compassionate Leave Donation Form to the Human Resources Office to donate leave.
 - d. Compassionate Leave time will be paid to the employee in a catastrophic situation according to established guidelines.
2. To be eligible for receipt of Compassionate Leave, an employee must:
 - a. Be dealing with a catastrophic, unforeseen, and major personal health condition or illness or caring for a family member who has a catastrophic, unforeseen, and major health condition. (refer to FMLA Policy 5.14, Definition 3 for eligibility).
 - b. Present a medical certification of the health condition provided by a physician
 - c. Be approved for FMLA leave by the Director of Human Resources (approval is based upon the criteria in the FMLA policy).
 - d. Have exhausted all forms of accrued paid leave.
 - e. Not be receiving benefits from either workers’ compensation or long term disability.
3. An employee may receive donated leave up to a maximum of 12 weeks per calendar year (January 1 to December 31) once earned leave is exhausted. Any donations above the amount needed will be returned to the employee(s) who donated it.
4. An employee cannot accrue earned time off (vacation, personal, or sick) while utilizing the Compassionate Leave Program.