

Policy 702.2a – Direct Grant Sick Leave

Date Adopted: 1/29/04

Issuing Office: Administration & Finance

Date Revised: 3/7/08

Approved By:

References: 2-18-618 M.C.A., MUS Policy 801.7.1, ARM 2.21.804-2.21.822

I. POLICY

The University of Montana Western allows eligible University employees to share accumulated sick leave with fellow employees in accordance with established guidelines.

II. PURPOSE

The purpose of this policy is to establish procedures to donating sick leave. Employees may transfer sick leave credits by making a direct grant to a specific employee who suffers an extensive illness or injury.

III. PROCEDURES

A. Definitions

Direct Grant means donation of up to 240 hours of sick leave to an employee suffering from an extensive illness or accident.

Immediate Family is defined as the employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law who is suffering from an extensive illness or accident (MOM 3-0310).

Maximum Allowable Benefit means no more than 240 hours of sick leave in any continuous 12-month period received.

B. Direct Grants of Sick Leave

Employees may make a direct grant of sick leave to an employee who is suffering from an extensive illness or accident that results in an absence from work of at least 10 consecutive days. To be eligible to make a direct grant, an employee must have completed the 90-day qualifying period for use of sick leave and have a minimum balance of 40 hours of accrued sick leave following the contribution credited from his/her personal balance. An employee may grant a maximum of 60 hours of sick leave in a 12-month period through the direct grant program.

An employee may contribute no more than a combined total of 60 hours of sick leave as direct grants in any 12-month period. The 12-month period is calculated from the first day an employee makes a direct grant. All contributions are irrevocable. Forms for donating sick leave hours are available from Human Resource Services.

C. Eligibility to Receive Direct Grants

An employee may receive no more than a maximum of 240 hours of sick leave in any continuous 12-month period in direct grants. The 12-month period is calculated from the first day the employee takes sick leave that is a direct grant. To be eligible to receive a direct sick leave grant, an employee must meet the following criteria:

1. Have met the 90-day qualifying period to take sick leave.
2. Suffer an extensive illness or accident that results in absence from work of no less than 10 consecutive working days.

3. Exhaust all personally accrued sick leave, annual leave, and other accrued paid leave and compensatory time.
4. Take 20 hours of leave of absence without pay following exhaustion of all accrued leave and compensatory time.
5. Receive approval from the supervisor for leave of absence.
6. Receive approval from the Vice Chancellor for Administration & Finance/Student Affairs to receive a direct grant.
7. Provide a physician's certificate to Human Resource Services.

An employee may receive a direct grant to provide “necessary care of or attendance to an immediate family member...until other attendance can reasonably be obtained” (ARM 2.21.132).

If an employee is incapacitated and unable to apply for leave of absence and a direct sick leave grant, another person may do so for the employee.

D. Funding

The department employing the recipient of a direct grant of sick leave shall pay all costs of the use of that sick leave.

E. Part-Time Employees

Permanent part-time employees are eligible to contribute and to use sick leave, as defined above, on a pro-rated basis according to FTE.

F. Donation of Sick Leave to Employees in Other State Entities

Eligible employees may make a direct grant of sick leave to eligible employees in another agency or university system unit, provided the receiving agency or university system unit accepts the direct grant.

G. Receipt of Donations of Sick Leave from Employees in Other State Entities

Eligible employees may receive a direct grant of sick leave from other eligible employees in another agency or university system unit, provided the Vice Chancellor for Administration & Finance/Student Affairs concurs in receipt of the direct grant. Exceptions to these limitations may be authorized by the Vice Chancellor for Administration & Finance/Student Affairs.

IV. AUTHORITY

MCA 2-18-618; MUS Policy 801.7.1, ARM 2.21.804-2.21.822

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services, Supervisors