

To:

From:

RE: Leave Donation Program – **Classified Staff**

*You are about to exhaust all your leave accruals. There are several options available to you while you are on medical leave. You must meet the eligibility requirements to participate in these programs. (Requirements attached)*

**Please choose from your options below:**

**1. Sick Leave at Half Pay**

I request to be placed on Sick Leave at Half pay.

I do not want to be placed on Sick Leave at Half pay.

AND / OR

**2. Donated Leave Program**

I will accept and use donated leave credits.

Choose One:

Wish to use as full day units and remain at Full pay.

Wish to use as half day units and be paid at Half time rate.

Choose One:

Use when own credits are finished and prior to Sick Leave at Half pay.

Use when Sick leave at Half pay is used up and prior to going on Leave Without pay.

**3. Sick Leave Donation Bank**

I will accept up to 5 sick days from the Sick Leave Donation Bank.

I will not accept donations from the Sick Leave Donation Bank.

**4.  I do not wish to accept and use donated leave credits.**

During the period of time you use donated leave you are not eligible to earn accruals or Holidays. Leave donors remain anonymous and any donated credits that are not used will be returned to the donor. This form must be returned to the Payroll Office at 303 Maytum Hall. If you have any questions, please contact our office at 716-673-3775.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Eligibility to Receive Donations

In order to receive donated leave credits, an employee must meet the following eligibility criteria:

- be employed in the ASU, ISU, OSU, PEF, or PBNYS
- be subject to the Attendance Rules or otherwise eligible to earn leave credits.
- be absent due to a non-occupational personal illness or disability for which medical documentation satisfactory to management is submitted as required.
- have exhausted all leave credits (Leave credits are deemed to be exhausted if the employee has a balance of less than the number of hours in the employee's normal workday.)
- be expected to continue to be absent for at least two biweekly payroll periods (28 consecutive calendar days) following exhaustion of leave credits or sick leave at half-pay. **This does not mean that the use of donated credits should be delayed for two payroll periods following exhaustion of credits; eligible employees may begin use of donated credits immediately following exhaustion of credits or sick leave at half-pay so long as the disability/illness is expected to last for at least two biweekly pay periods following exhaustion of credits or sick leave at half-pay.**
- must not have had any disciplinary actions or unsatisfactory performance evaluations within the employee's last three years of State employment.
- be employed in the same department or agency as the donor OR be a family member of an eligible donor in another agency.
- be expected to be absent for at least two biweekly payroll periods following exhaustion of all leave benefits.
- must not have had any disciplinary actions, or unsatisfactory performance evaluations within their last three years of State employment.
- be employed in the same agency as the donor or be a family member of an eligible donor employed in another agency.