



## **CORONAVIRUS EMERGENCY TIME OFF DONATION BANK**

John Carroll University recognizes that employees may require medical leave, have a family medical emergency, or be otherwise unable to report to work due to the effects of the Coronavirus (COVID-19), resulting in a need for additional time off in excess of their available time off balances. To address this need, all eligible employees will be allowed to donate accrued sick leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the guidance outlined below. Participation in this program is strictly voluntary.

**ELIGIBILITY OF EMERGENCY TIME OFF BANK RECIPIENTS-** Full- and Part-time employees who would like to make a request to receive donated time off from their co-workers must meet the one of the following criteria related to the management of the COVID-19 pandemic:

- The employee has a current diagnosis of COVID–19.
- The employee is under quarantine (including self-quarantine), at the instruction of a healthcare provider, the University, or a local, State, or Federal official, in order to prevent the spread of COVID–19.
- The employee is engaged in caregiving for an individual who has a current diagnosis of COVID–19 or is under quarantine as described above.
- The employee is engaged in caregiving because of a COVID–19-related closing of a school, day care, or other care facility or care program, for a child or other individual unable to provide self-care.

### **ELIGIBILITY AND GUIDANCE FOR DONATION OF TIME:**

- A. Employees who would like to donate accrued but unused sick time are required to complete a [Sick Leave Donation Form](#) which will be electronically submitted to Human Resources.
- B. The donation of sick time is strictly voluntary.
- C. Donated sick time will go into a collective leave bank for use by eligible recipients. Employees may not select specific individuals who will benefit from their donation.
- D. Recipient identity will not be disclosed to donating employees.
- E. The donation of sick time is conducted on an hourly basis, without regard to the dollar value of the donated or used leave.

- F. The minimum number of sick hours that an eligible employee may donate is 7.5 hours; the maximum is 37.5 hours.
- G. Donating employees must carry an accrued but unused balance of 75 sick hours after donation.
- H. Employees cannot borrow against future accruals of sick time to donate.
- I. Employees who are currently on an approved leave of absence cannot donate sick time.
- J. Donor employees may not claim an expense, a tax deduction or a charitable contribution for any of the leave donated under the plans.

**REQUESTING DONATED TIME:**

- A. Employees who would like to request donated sick time are required to complete a [Donation of Time Request Form](#), which will be electronically submitted to Human Resources.
- B. Requests for donations of time must be approved by human resources and the employee's immediate supervisor.
- C. Requests will be submitted, received, and managed on a week-to-week basis until the available bank is exhausted.
- D. If the recipient employee has an available sick, vacation, or personal time balance, or for part-time staff, a PTO time balance, this time must be used prior to any use of donated time.
- E. Donated time may only be used for time off related to the approved request.
- F. Employees who receive donated time may receive donated time equivalent to no more than one calendar month of work time.
- G. The recipient will receive paid leave at the employee's normal rate of pay.
- H. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the University's Family and Medical Leave Act Policy.
- I. All paid time off granted to the recipient employee is considered wages and is subject to appropriate tax withholding.