DONATION OF TIME PROCEDURE
(Revised May 2005)

Rider's Donation of Time Procedure allows non-faculty employees to donate accrued vacation and personal days to fellow non-faculty employees who would otherwise have no pay during a disability, an absence due to family leave or other catastrophic situation, including an illness for the employee or other family member.

This procedure is not intended to supplement the short term disability or salary continuation program; partial pay will not be made whole through the donation of time policy. Donated time can be used as pay during an unpaid FMLA leave.

Eligibility

- The recipient employee must meet existing criteria for Family Medical Leave or have had a catastrophic occurrence, including an illness for the employee or other family member. The recipient employee must have exhausted his or her own vacation accruals, short term disability, and sick and personal time accruals.

- The donating employee must have accumulated vacation and personal time sufficient to fund the transfer.

- The Human Resources Department retains sole determination of eligibility and total time authorized.

Limitations

- The recipient employee may receive up to six (6) weeks total donated time. Amount of donated time will be determined at the discretion of Human Resources based on the employee need and the supervisor's approval.

- Donated time accruals are not payable on termination of employment. In addition, the use of donated time does not extend the time the employee is eligible for temporary disability or family leave nor can it supplement pay received from short term disability or salary continuation pay. Donated time can only be used for the occurrence for which it was donated.

- Donations must be increments of not less than one day and not more than one week.

- Non-administrative employees may donate either their vacation or personal days and administrative employees may donate vacation time. Employees may donate no more than half the number of vacation days accrued annually or one-half of the current balance, whichever is less.

Procedures

- A request will be submitted to Human Resources to evaluate the circumstance for approval.

- Human Resources, in conjunction with the recipient employee and the supervisor will determine the amount of donated time needed.

- Employees donating time will complete a Rider University Donated Time Form, which specifies the amount of time donated by the employee.

- Human Resources will send a letter to the recipient employee notifying the recipient employee of the available balance of donated time and the procedures for recording the use of donated time on the time sheets. The recipient employee or, if the employee is absent, the supervisor will use Code 210 for "donated time."

- Human Resources will determine the end date by which time any unused balance of donated time per recipient employee will expire.