

## Gift of Time Policy

### Policy Statement

Andrews University recognizes that from time to time employees may have a medical event or be affected by a major disaster, resulting in a need for additional time off in excess of their available applicable leave time. To address this need, eligible employees will be allowed to gift accrued paid leave/vacation time from their unused balance to their eligible co-workers in need of additional paid time off, in accordance with the policy outlined below. This program is strictly voluntary.

### Eligibility to Participate

Individuals must be employed by Andrews University in an employee class eligible to accrue leave, in order to be able to gift or receive time. Faculty are not eligible to participate in this program (gift or receive) as their vacation time is not tracked per policy. Salaried staff, while eligible to gift time, will not be eligible to receive gifted time for medical events; FMLA events will be fully covered by the extended sick leave policy. In addition, as salaried staff by policy are allowed to overdraw their vacation time by 10 days, gifted time may only be used for major disasters necessitating a negative vacation balance in excess of 10 days.

### Eligible Events

Employees who would like to receive gifted leave time from their co-workers must have a situation that meets the following criteria:

**Medical event (FMLA)**, defined as a medical condition covered by the Family and Medical Leave Act (FMLA), whereby the employee or an immediate family member requires a prolonged/extended absence of the employee from work and will result in a substantial loss of income to the employee due to the exhaustion of all leave time available. An immediate family member is defined as a spouse, child or parent.

**Major disaster**, defined as a disaster that has otherwise not created a medical event, whereby an employee is considered to be adversely affected by the severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave/vacation time available.

### Gifting Time Guidelines (Donor)

- Gifted time will be withdrawn from the paid leave/vacation bank and not from the long-term sick leave bank.

- The gifting and receipt of paid time off is on an hourly basis, converted by taking into account the differences in pay. (For example, one employee earns \$20 an hour and gifts one hour of time to an employee that earns \$10 an hour. The receiving employee would receive two hours of gifted time.)
- The maximum time that an employee may gift in a benefit year (July – June) is 40 hours in total (prorated for less than full-time/100% appointment employees)
- At the time that the gift is processed, the withdrawal may not cause the paid-leave/vacation bank to fall below 56 hours.
- Employees cannot borrow against future or the accrual on the current pay period's paid leave/vacation time to gift time.
- Employees who are currently on an approved leave of absence cannot gift time.
- All prior months' leave reports, for salaried employees, must be approved.
- Gifts of time are received on a first come, first give basis. Gifts will be declined when the receiving employee reaches the lower of the total time necessary to cover the unpaid portion of their time off for the eligible event, or their maximum receipt amount for the benefit year (see below).
- Gifted time is not considered charitable contributions for income tax purposes.

### **Receiving Gifted Time Guidelines (Recipient)**

- Gifted time will go into a separate leave bank that may not be used until all other appropriate leave banks are exhausted.
- Gifted time may only be used for time off related to the approved request and its usage will not accrue additional leave time.
- The maximum time that an employee may receive in a benefit year (July – June) is 80 hours in total (prorated for less than full-time/100% appointment employees).
- Gifted time can be used either on a continuous or an intermittent basis, as long as it is for the same approved event.
- Gifted time cannot be cashed out or converted to other types of leave.
- Employees covered by or eligible for long-term disability or worker's compensation are not eligible to receive gifted time.
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

### **Gift of Time Process**

1. The requesting employee must submit a Gift of Time Request Form to Benefits. If it is for a medical event, they must include the appropriate physician certified Family and Medical Leave Act (FMLA) form, or an alternate medical form if

employee has not satisfied the FMLA employment period (one year) or hours worked (1250) requirements.

2. Benefits will review the form(s) to ensure eligibility of the event and confirm the need for receiving gifted time. If approved, Benefits will communicate the appropriate next steps with the employee and their supervisor.
3. The employee with the eligible event must approve both formal communication and/or any direct contact intended to solicit gifted time. This is to protect the privacy of the employee.
4. Employees gifting time will need to complete a Gift of Time Donation Form and submit it to Benefits for approval.
5. The gifted time conversion between the gifter and recipient will be calculated and the applicable results will be communicated with the gifter and recipient.
6. Benefits will submit instructions to Payroll to transfer and pay the gifted time.