

# Saint Joseph's College

## Policy Guidebook

### Human Resources

**Section Name:** Time Away from Work

**Section Number:** 9.11

**Effective Date:** 1/29/21

#### **SUBJECT: Compassion Earned Time Donation**

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##### **Purpose:**

Compassion Earned Time Donation provides financial assistance and support to employees by providing pay continuation during a personal catastrophic situation.

##### **Eligibility to Receive a Compassion Earned Time Donation:**

Regular full time and part time (24-31) staff and twelve (12) month full time faculty experiencing a catastrophic situation and have exhausted all eligible Earned Time (ET) and/or Long Term Illness (LTI) as applicable.

**Eligibility to Give a Compassion Earned Time Donation:** Regular full time and part time (24-31) staff and twelve (12) month full time faculty are eligible to donate already accrued ET and must have a minimum balance of one (1) week of ET remaining in a calendar year.

##### **Policy:**

Catastrophic situations are events that have an overwhelming impact on one's ability to work (e.g. serious illness, needing to care for a seriously ill family member, tragic acts of nature e.g. destruction of primary residence).

*NOTE: Acts of nature will be reviewed on a case by case basis.*

##### **Donating Staff and Faculty**

Non-exempt (hourly) staff may donate up to 16 hours, in four (4) hour increments.

Exempt (salary) staff and twelve (12) month faculty may donate up to three (3) days in one (1) day increments of ET per calendar year to a qualifying employee. Part time employees (24 to 31 hours per week) may donate on a prorated basis. For example, a 24 hour/week employee may donate 11 hours per calendar year. The proration formula is as follows  $24/35 = .687$ ;  $.687 * 16 \text{ hours} = 10.97 \text{ hours}$  and rounds to 11 hours.

Employees who wish to donate ET must complete a Compassion Earned Time Donation Google form to Human Resources. A copy of the form will be kept in the donating employee's file. Donations to employees cannot be accepted until the receiving employee is on a qualified leave of absence as defined in the existing employee handbook.

ET is used in the order it is received and any unused ET is returned to the donating employee.

### **Receiving Staff and twelve (12) month Faculty**

Employees may receive up to a maximum of six (6) weeks of donated ET, per catastrophic event. A week in this policy is determined by the employee's budgeted position. For a 24 hour budgeted position, the employee's week would be 24 hours and therefore he/she could receive up to six (24 hour weeks) of donated time.

ET is added in the order it was donated to the receiving employee's ET bank each pay period as it is needed. Use of donated ET will be capped at the amount needed to make the receiving employee whole on a pay period by pay period basis.

Employees who are on a leave and utilizing Compassion Earned Time Donations remain eligible to accrue Earned Time. Employees are not eligible to utilize Compassion Earned Time Donations unless their ET and/or LTI, as applicable, banks are at a zero balance or will be before the end of the pay period. Using donated time to 'preserve' ET is not allowed under this policy.

Example of circumstance where ET donation can be approved:

1. An employee is out of work for 4 weeks caring for a seriously ill family member. LTI cannot be used because it is not for the employee's personal illness or disability. The employee has 2 weeks of ET in the bank, but needs to be out of work for 4 weeks and cannot afford to go into unpaid status.

The request would be approved and any donated ET would be given to the employee each pay period until his/her return to work or ET donations are exhausted.

2. An employee has been out of work because of a serious health condition for 7 weeks. The employee is expected to be out for an additional 3 weeks. The employee has used all of their ET and LTI.

The request would be approved and any donated ET would be given to the employee each pay period until their return to work or ET donations are exhausted.

Example of circumstance where ET donation would be denied:

1. An employee is out of work for 4 weeks caring for a sick family member. LTI cannot be used because it applies to the employee illness only, not the sick family member. The employee has 4 weeks of ET in the bank and a week vacation scheduled later in the year.

The request would be denied because the employee has enough ET in the bank to

cover the time to care for the family member. Donations cannot be used to preserve ET for future usage.

**Procedure:**

1. Employees interested in receiving a Compassion Earned Time Donation informs Human Resources of their situation. Specific details required for Human Resources approval include the reason and anticipated dates for the need.
2. Human Resources will assess the requesting employee's reason for the need and ET and LTI balances before approving a Compassion Earned Time Donation.
3. After approval, Human Resources sends an email to full and part time Staff and twelve (12) month Faculty stating there is a need for a Compassion Earned Time Donation within the College Community. The Compassion Earned Time Donation Google form will be attached for employees to complete.
4. Confidentiality will be maintained during this process. The name of the receiving and donating employees will not be shared.
5. Employees complete and submit the Google form and HR verifies the employee is eligible to donate ET.
6. All donations and receipts are documented.
7. The Compassion Earned Time Donation Google form is placed in the donating employee's file.