LYNN UNIVERSITY | EMPLOYEE SERVICES

Paid Time Donation Program

I. Personal Information

Donating Employee	_____	Employee ID	_____
Receiving Employee	_____	Employee ID	_____

II. Vacation/Sick Leave Donation Policy

Lynn University has established a procedure in which eligible employees may voluntarily donate a portion of their accrued unused leave time balance to assist another employee who has exhausted paid leave time due to his/her extended illness or disability. All FMLA eligible employees are able to in this program. Leave time donations will not be accepted for employees on personal leave of absence, or if the accepting employee is not eligible for or has exhausted FMLA time.

- Donations of accrued vacation/sick leave must be in whole hours, with a minimum of one hour per donation.
- The donating employee shall specify the employee to receive the donation.
- Only Employees who are on FMLA leave can request to receive leave time donations.
- Prior to processing the first donation(s) to an employee, the Employee Services Department will verify the eligibility of the named recipient (i.e. employee status and exhaustion of paid leave) and will request the individual's written consent to receive donations. No donations will be processed until this written authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.
- The Employee Services Department will not inform the recipient of the names of those donating hours.
- Once a donation has been processed, neither the donor nor the recipient may revoke the transaction.

III. Employee Acknowledgement

Having read and understood the Lynn University's Paid Time Donation Policy, I hereby voluntarily waive my entitlement to, and donate the following, on the condition that the above named recipient recieves my donation:

Number of Hours

☐ Vacation Time _____

and/or

☐ Personal Time _____

and/or

☐ Sick Time _____

_____ Employee Signature/Date

_____ Date