



Book	Policy Manual
Section	1000 Administration
Title	LEAVE DONATION
Code	*
Status	

- LEAVE DONATION -

Purpose

The purpose of this policy is to establish guidelines for employees who wish to donate accrued leave to another eligible employee in need.

Policy Statement

- 10-month employees must donate from their personal leave balance.
- 12-month employees must donate from their vacation leave balance.
- Any other type of leave is not eligible for donation under this program.

Eligibility to Donate

- Have a sufficient accrued balance of the applicable leave type (personal or vacation) after the donation.
- Maintain a minimum balance of five (5) days of the applicable leave type after the donation is processed.
- Be in good standing with the organization.

Donation Guidelines

- All donated leave must be transferred from the appropriate leave type:
- Personal leave for 10-month employees.
- Vacation leave for 12-month employees.
- Donations must be made in increments of either ½ day or whole day increments.
- Once donated, leave is irrevocable and cannot be returned to the donor.
- Donations are subject to approval by the Chief Education Officer.

Recipient Eligibility

- The receiving employee must meet eligibility criteria under the organization's leave donation program. Donated leave must be used for a critical illness, medical emergency, or an extended absence due to such conditions.
- The recipient must have exhausted all available leave before donations can be applied.
- Donated leave will be applied according to standard payroll and leave procedures.

Administration

- The Payroll Manager is responsible for administering and tracking all leave donations.

- The organization reserves the right to modify or discontinue this policy at any time.

© Bay Haven 2026