

Idaho Division of Human Resources
Executive Branch Statewide Policy
Section 6: Donated Leave

Table of Contents

- 6A. [General Information](#)
- 6B. [Receiving Donated Leave](#)
- 6C. [Donating Leave](#)
- 6D. [Conversion Details](#)
- 6E. [Fiscal Obligation](#)
- 6F. [Confidentiality](#)

6A. General Information

With appointing authority approval, state employees may donate accrued vacation or sick leave to an eligible state employee for use as paid sick leave. [Ref. Idaho Code [§67-5334\(g\)](#)]

Requests for leave donations must be submitted utilizing the process outlined under Luma HR Services found in the [Luma Service Portal](#).

6B. Receiving Donated Leave

Donated Leave Eligibility. To receive donated leave, an employee must:

- Be eligible to accrue sick and vacation leave; and
- Have exhausted all of their accrued leave balances; and
- Be suffering from a serious illness¹ or disability, have a family member with a serious illness or disability²; death and funeral in the family necessitating the employee's absence from work; and
- Not receive more than the maximum of one-hundred and sixty (160) hours of donated leave (vacation and sick combined) per fiscal year.

There is no limit to the number of times an employee may request donated leave so long as the employee meets the eligibility requirements.

If the amount of leave needed is known, the requesting employee should request only enough hours to cover the leave, or one pay period at a time.

Employees may not request or receive donated leave within their first two weeks (or first pay period) of employment.

¹ Defined as an illness, injury, impairment, or physical or mental condition outlined in the [Statewide FMLA Policy](#), Section 4D, or, due to workplace illness restrictions associated with vulnerable populations (i.e. staph infection and providing direct care services).

² Agency may require a medical certification to support the request.

6C. Donating Leave

Eligibility per Fiscal Year. An employee may donate vacation and/or sick leave. For each donating request, an employee:

- Must donate a minimum of four (4) hours;
- May only donate if his or her sick or vacation leave balance exceeds eighty (80) hours; and
- In no event shall transfer an amount of accrued leave that would result in an accrued balance of less than eighty (80) hours [Ref. Idaho Code §67-5334(g)].
- Must choose vacation or sick leave for each donation form and may not include both vacation and sick on a single request.
- Cannot donate more than a total of eighty (80) hours of vacation and sick leave, combined.

6D. Conversion Details

Donated vacation and sick leave will be converted to sick leave on a one-hour to one-hour basis and will be paid out at the receiving employee's current salary. Any unused leave that has been donated to an employee will remain in their sick leave accrual balance until used. Any unused leave cannot be returned to the employee who made the donation.

6E. Fiscal Obligation

The organizational unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.

6F. Confidentiality

The names of employees' donating time should not be provided to the employee who receives the donated leave. This confidentiality is intended to preclude any repercussions for employees who do not donate leave as well as for those who do donate.

The underlying reason causing the employee to request and receive donated leave will also be kept private; this information will not be shared with other employees who are being asked to donate leave.