

# Donated Leave General FAQ's

**1. Is there a limit on the number of times an employee may request donated leave?**

There is no limit to the number of times an employee may request donated leave so long as the employee meets the eligibility requirements. The total number of hours of donated leave received may not exceed 160 hours.

**2. Can an employee request donated leave for a death or equivalent service?**

Yes, an employee can request donated leave for a qualified event such as a funeral or equivalent service. (See Section 3D of [Sick Leave Policy](#))

**3. Is a doctor's note sufficient documentation for an employee to request donated leave?**

Donated leave is for serious illness or disability; therefore, yes, as long as the doctor's note has enough qualifying information to establish a serious illness or disability. A note indicating that they have been seen by a medical professional is not sufficient, the reason for the incapacitation must be evident.

**4. Can an employee request donated leave for Covid?**

Yes, as long as the doctor's note has enough qualifying information to establish a serious illness or disability related to Covid. A note indicating that they have been seen by a medical professional is not sufficient, the reason for the incapacitation must be evident.

**5. Can an employee request or receive donated leave within their first pay period?**

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

**6. If I meet eligibility requirements, can my donation request be denied?**

Yes, meeting eligibility requirements allows you to submit a donation request; however, approval is not automatic. Appointing authorities may deny a request based on documented leave abuse, policy noncompliance, or legitimate operational considerations. All decisions will be made in accordance with applicable laws and non-discrimination requirements Who is considered my agency's appointing authority?

In most cases, it is the head of your agency. The appointing authority refers to the officer, board, commission, person, or group with the legal power to hire or make appointments within a department.