

**EXECUTIVE BRANCH AGENCY POLICY
SECTION 6: LEAVE DONATIONS**

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6A. General Information

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

6B. Receiving Donated Leave

6B1. Eligibility. To receive donated leave, an employee must:

- be eligible to accrue sick and vacation leave; and
- have exhausted all of their accrued compensatory time, sick, and vacation leave; and
- be suffering from a serious illness or disability, or have a family member with a serious illness, disability or death and funeral in the family necessitating the employee's absence from work. (Ref. Statewide Policies Section 3D for definition of family member); and
- not exceed the maximum of one-hundred and sixty (160) hours of donated leave per fiscal year.

6C. Donating Leave

6C1. Eligibility. To donate leave, an employee must:

- donate a minimum of four (4) hours;
- have at least a one normal pay period number of hours of accrued vacation after the donated leave is deducted [Ref. Idaho Code § 67-5334(g)]; (example: if you are set up as 80 hours for a normal pay period, you would need to have 80 hours of accrued vacation; if you are set up as 105 hours for a normal pay period, you would need to have 105 hours of accrued vacation).

- Not exceed the maximum of eighty (80) hours accrued vacation leave per fiscal year.

6D. Conversion Details

Donated vacation 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 will be kept private and in most cases, will 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 nature of the "serious illness or injury," 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 without the express written permission of the employee requesting donating leave.