

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

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6A. General Information

- 6A1. With appointing authority approval, state employees may donate accrued vacation or sick leave to an eligible State Employee for use as paid sickleave. [Ref. IdahoCode § 67-5334(g)]
- 6A2. Requests for leave donations must be submitted and processed through the State Controller's Office in accordance with procedures outlined in the [Payroll and Personnel Guide](#).

6B. Receiving Donated Leave

- 6B1. 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 illness or disability; have a family member with a serious illness or disability; death and funeral in the family necessitating the employee's absence from work; and
 - not receive in excess of the maximum of one-hundred and sixty (160) hours of donated leave (vacation and sick combined) per fiscal year.

6C. Donating Leave

- 6C1. Eligibility. An employee may donate vacation and/or sick leave. For each donating request, an employee:
- Must donate a minimum of four (4) hours;

- For vacation leave donations, employees must have at least a one normal pay period number of hours of accrued vacation leave 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 vacation leave; if you are set up as 105 hours for a normal pay period, you would need to have 105 hours of accrued vacation leave.
- For sick leave donations, employees must have at least a one normal pay period number of hours of accrued sick leave after the donated leave is deducted;
 - Example: if you are set up as 80 hours for a normal pay period, you would need to have 80 hours of sick leave; if you are set up as 105 hours for a normal pay period, you would need to have 105 hours of accrued sick leave.
- Must choose vacation or sick leave for each donation form and may not include both sick and vacation on a single request.
- Must not exceed the maximum of eighty (80) hours accrued vacation leave per fiscal year.
- Must not exceed the maximum of eighty (80) hours accrued sick leave per fiscal year.
- 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 without the express written permission of the employee requesting donating leave.