



PROCEDURES FOR CATASTROPHIC LEAVE DONATION AND RECEIPT

The Catastrophic Leave Program allows employees to donate earned paid leave credits, other than sick leave or compensatory time, to employees at UWM or to employees at a different UW institution who have a catastrophic need. Great care should be taken to protect the confidentiality and the medical status of the recipient and of the recipient's family.

These procedures are intended to implement the UWM Policy, *UWM Catastrophic Leave Program*, No, ___ ([link](#)).

The definitions for an eligible donor and eligible recipient are found in the UWM Policy, *UWM Catastrophic Leave Program*, No, ___ ([link](#)).

DETERMINING RECIPIENT ELIGIBILITY

A prospective recipient must complete the *Employee Request for Catastrophic Leave* form (UWS 420, [link](#)) which must be submitted to the Department of Human Resources to determine eligibility to receive donations.

The Department of Human Resources will determine recipient eligibility consistent with this policy. The Department of Human Resources will complete an *Employer Approval of Catastrophic Leave* form (UWS 421, [link](#)).

DETERMINING DONOR ELIGIBILITY

A prospective donor must complete a *Catastrophic Leave Donor Authorization* form (UWS 422, [link](#)) which must be submitted to the Department of Human Resources to determine eligibility to make a donation.

LEAVE CREDIT DONATION

The Department of Human Resources will maintain documentation to support leave use and adjustments made to leave balances.

Leave that can be donated includes: annual leave/vacation, vacation carryover, personal holiday, accrued legal holiday/floating legal holiday and leave in a paid leave bank (ALRA/sabbatical). It excludes sick leave or compensatory time off credits.

Donated leave credits will be deducted from the donor's official leave accounting balance when donated. It will not be returned, but there is no limit on the number of accrued hours a donor may donate. A donor may donate as often as desired. Donated leave credits are not subject to carry over. They must be donated before the leave expiration date.

All donations will be applied to the general Catastrophic Leave bank and held in reserve for application to eligible recipients. Donors may not donate to or designate their donated time for specific individuals. Donated leave will be applied to those currently in need. If there is no one currently approved to receive donations, the donations will be reserved until such time as an eligible recipient is identified.

When an eligible recipient is identified, requested Catastrophic Leave will be distributed each pay period. Initially requested hours that are ultimately not needed will revert to the general Catastrophic Leave bank.

In the event of multiple eligible recipients at one time, the leave will be applied on a first-come, first served basis. In the event of multiple eligible recipients when there is insufficient donated leave time to cover all the need, an additional solicitation to the campus is recommended.

Decisions relative to the application of the Catastrophic Leave Program are not grievable.

DONATIONS TO AND FROM OTHER UW INSTITUTIONS

Employees may donate leave to individuals at other UW institutions, according to the Catastrophic Leave policies and procedures for that other institution.

Individuals from other UW institutions may donate to UWM employees, according to the UWM Policy, *UWM Catastrophic Leave Program*, No. ___ ([link](#)).

Contact Information

For information about the operation of this procedure, contact the Personnel Representative for your respective School, College, Division or Department, or the UWM Department of Human Resources.

Second Draft