Donated Leave for Catastrophic Illness/Injury
Employee or Family Leave
Process for Employees

First Step
Complete Request in Workday to Receive Catastrophic Leave donations or to Donate Catastrophic Leave to Employee.

Second Step – Department Notification
UHR Benefits Office will receive the request and verify eligibility. Once verification is completed, an email notification will be sent to the recipient’s manager/supervisor and HR Partner.

ISU does not send a notice campus-wide or post names of employees requesting to receive donations.

The recipient’s department will post and/or send an email to their department/college indicating the name of the employee requesting donations for catastrophic leave for the employee or an immediate family member. The department may also pass the word to other departments where the recipient may have worked on a regular basis. The recipient of the donations may also spread by word of mouth.

Third Step – Receiving Donations
The employee requesting donations will be allowed to receive donations for the duration of the Long-Term Disability 90-work day waiting period, which is the equivalent of 720 hours.

The UHR Benefits Office will track the donations in Workday and will notify recipient’s department of the total amount received. The hours donated will be subtracted from the donor’s vacation or vacation credit accruals at the time of the donation. The hours donated will be added to the recipient’s sick leave accruals. When the employee receiving donations returns to work, any unused donated hours will be returned to the individual that donated them.

Recipient may contact the UHR Benefits Office to inquire about the number of hours received. The donors will remain anonymous.

Using Donations

Employee leave – the recipient may begin to receive donations after all the sick leave, vacation and vacation credit balances are exhausted.

Immediate Family Member – the recipient may begin to receive donations after all the emergency leave, vacation and vacation credit balances are exhausted.

If you have any questions regarding the process contact the Benefits Office:

Email - benefits@iastate.edu
Phone - 515-294-4800