

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

## First Step

Complete Donated Leave for Catastrophic Illness/Injury Application (Employee or Immediate Family Member). When both Part A & Part B are completed, return form to University Human Resources, Benefits Office for processing.

## Second Step – Department Notification

When the completed Donated Leave for Catastrophic Illness Application is received by the UHR Benefits Office, the Benefits Consultant will verify eligibility. Once verification is completed, an email notification will be sent to the recipient's departmental Human Resource Liaison and the contact name designated on the form.

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.

As the recipient's department receives the donations, they should send them to the UHR Benefit Office for processing.

The UHR Benefits Office will compile the donations into a spreadsheet and will notify recipient's department of the total amount received.

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 converted sick leave balances are exhausted.

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

On a monthly basis, the UHR Benefits Office will work with the recipient's department to determine the number of hours of donations needed. The key will be to monitor donations received and if not enough donations are received, recipient will need to be put on leave without pay to avoid any overpayment.

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

Email - [benefits@iastate.edu](mailto:benefits@iastate.edu)

Phone - 515-294-4800