

**Donated Leave for Catastrophic Illness/Injury
Employee or Family Leave
Process for Departments**

First Step – Receipt of Completed Application

When the completed Donated Leave for Catastrophic Illness/Injury Application (for Employee or Immediate Family Member) is received, the UHR Benefits Office will verify eligibility. Once verification is completed, an email notification will be sent to the department Human Resource Liaison and the contact designated on the form.

Second Step – Department Notification

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

The department will post and/or send an email to their department/college employees indicating the “name” of the employee the requesting donations for catastrophic leave for employee or an immediate family member notifying them regarding the request for catastrophic donations. The department may also pass the word to other departments where the employee worked on a regular basis. On their own behalf, the employee requesting the donations may spread by word of mouth.

Below is a sample email. **You should not disclose any medical information.**

Dear “Name of Department”

(name of employee) qualifies for the ISU Donated Leave for Catastrophic illness program for (Employees or Immediate Family Member) and needs your help. If you are willing to share your vacation leave or converted sick leave, please complete the Catastrophic Illness Contribution form located on the Benefits website, <https://www.hr.iastate.edu/Forms> and return to _____ by _____ (date).

Thanks for your consideration,

Departmental Contact

Third Step – Monthly Process

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.

The UHR Benefits Office will work closely with the department. 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.

Each month the department will process the leave usage – sick leave balance, plus accruals, then vacation balance plus accruals and then converted sick leave (if applicable). This will result in a negative amount in ADIN as sick leave usage. The Benefits Office will send the negative amount as donation hours to Payroll for processing. Monthly the UHR Benefits Office will send the spreadsheet sent to Payroll to the department with the donation usage.

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

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

Email - benefits@iastate.edu

Phone - 515-294-4800