

**ITEM NO. 9023E (AMENDED 11/10/94)**

**SUBJECT:** Donation of Leave Time for Employees in Job Classifications Assigned to the EX Compensation Plan or Employees Who Are Gubernatorial Appointees Assigned to the MP Compensation Plan

**EFFECTIVE DATE:** November 10, 1994

In accordance with Connecticut General Statutes 4-40 and 5-200(p), Item No. 9023E allows employees who are either Executives assigned to the EX compensation plan or gubernatorial appointees assigned to the MP compensation plan to donate vacation and personal leave accruals to other employees who are either Executive employees assigned to the EX compensation plan or gubernatorial appointees assigned to the MP compensation plan who are absent as a result of a long term illness or injury.

The following criteria must be met in order for the donation to be allowed.

1. The absent employee must have a **MINIMUM of SIX (6) MONTHS** state service.
2. The absent employee must have exhausted all of his/her accrued paid time and otherwise be on leave without pay status.
3. The request to donate leave time should first go to the agency head of the employee making the donation for review and approval, and should indicate:
  - a) The names, classifications, and agency of the employees who are willing to donate;
  - b) The number of days of vacation and/or personal leave being donated by each employee; and
  - c) The name, classification and agency of the employee to whom leave time is being donated.
4. The request to donate leave should be forwarded to the agency head of the absent employee for review and approval.
5. In order to insure compliance with this item, the agency of the absent employee should then forward the request to donate vacation and personal leave to the Department of Administrative Services – Bureau of Personnel and Labor Relations along with:
  - a) The absent employee's length of service;
  - b) The absent employee's sick leave record for the current and previous year; and
  - c) The current medical certificate stating the nature of the illness and the prognosis.

**ITEM NO. 9023E (AMENDED 11/10/94) (cont.)**

6. The Department of Administrative Services will review all requests and notify the agencies of the donating and absent executives of approval (or denial).
7. Donation of vacation and personal leave may occur only between employees who are either assigned to the EX compensation plan or are gubernatorial employees assigned to the MP compensation plan, but may occur without regard to what agency executives or gubernatorial appointees are assigned to.
8. Donation shall be made in minimum units of one day (or the equivalent hours) **only**.
9. If the request to donate vacation and/or personal leave is approved, the donated days will be transferred to the sick leave account of the absent employee. The actual transfer will occur on the date upon which the absent employee exhausts all accrued leave time.
10. The absent employee may use the days in the same manner as any other sick leave, including the "pay off" of previously advanced sick leave days (as provided in Regulation 5-247-5).