

**MPP 05-01 Donation of Leave Time****SUBJECT: Donation of Leave Time****DATE: September 7, 2005**

In accordance with Connecticut General Statute §5-200(p), the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management has extended the following benefit to all Managerial and Confidential employees on the MP Pay Plan. Managerial and Confidential employees will be allowed to donate vacation and personal leave accruals to eligible Managerial and Confidential employees who are absent as a result of 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 of state service and have attained permanent status.
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 Statewide Human Resources 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.
6. The Department of Administrative Services will review all requests and notify the agencies of the donation and absent employees of approval (or denial).
7. Donation of vacation and personal leave may occur only within the Managerial and Confidential ranks, but may occur without regard to what agency employees are assigned to.
8. Donation shall be made only in minimum units of one day (or the equivalent hours), which shall be the length of the standard workday (e.g. 8 hours). This means employees who wish to donate must do so in minimum units of the standard workday of the receiving employee. If the receiving employee works on a part-time basis, the standard workday is considered to be the number of hours worked per week divided

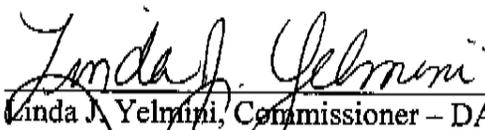
by five days. If the donating employee is part-time, s/he must donate in increments of the equivalent of one day based on the receiving employee's standard workday.

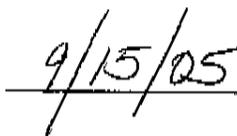
- 9. If the request to donate vacation and/or personal leave is approved, the donated days will be transferred to the sick leave account of the absent employee. The actual transfer will occur on the date upon which the absent employee exhausts all accrued leave time.
- 10. The absent employee may use the days in the same manner as any other sick leave, including the repayment of previously advanced sick leave days (as provided in Regulation 5-247-5).

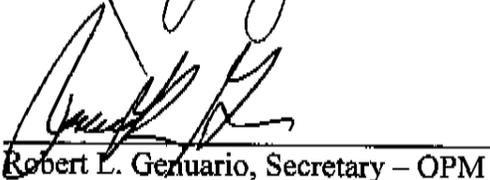
This item supersedes MPP 86-2 Amended and is effective upon approval.

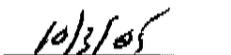
**Approved:**

**Date:**

  
 Linda J. Yelmini, Commissioner - DAS

  
 9/15/05

  
 Robert L. Genuario, Secretary - OPM

  
 10/3/05