



DATE: August 7, 1996

FROM: Billie S. Willits

TO: Human Resources Representatives

RE: Vacation Day Donation Program

Per my e-mail message, enclosed please find the vacation day donation guidelines to be followed if you should have an employee who encounters a catastrophe which requires him/her to be absent from work long enough to exhaust all applicable paid time off.

We have received a number of suggestions for a vacation day donation program. President Spanier is supportive of implementing this program University-wide for one year. After one year (July 1996 - July 1997) we will conduct an assessment to determine the program's value to the University community, the feasibility of continuing the program, and any necessary adjustments which need to be incorporated.

Any requests for exceptions to the enclosed guidelines should be addressed to my attention. Any questions about the program should be directed to either the Employee Relations Office (814-865-1412) or the Work/Life Programs Office (814-865-5886). Thank you for assisting in this pilot program; it is exciting to attempt new programs that may add value to the work life of the staff at Penn State.

BSW/clk

cc: Academic Deans
John A. Brighton
Gary C. Schultz
Graham B. Spanier

Enclosure

VACATION DAY DONATION PROGRAM

On the unfortunate occasion when a personal catastrophe results in an employee being absent from work for a prolonged period of time, University policies outline procedures for the use of applicable paid time off and leaves of absence without pay.

In the event that the employee exhausts all applicable paid time off, coworkers in the employee's work unit may want to donate some of their accumulated vacation time to the absent employee. Such donation of accumulated vacation will be applied as follows:

1. The Human Resources Representative will communicate to the work unit that a triggering event has occurred and ask if any employees are interested in donating accumulated vacation time. Employees interested in donating an accumulated vacation day to a specific individual may do so by making arrangements through their Human Resources Representative.
2. Employees may donate one day of accumulated vacation at a time.
3. Donations may be made only within the employee's own work unit as defined by the Budget Executive in consultation with the Human Resources Representative.
4. Normally, the total number of donated vacation days shall not exceed 30.
5. All employee donations will remain anonymous to avoid a sense of peer pressure in making a donation.
6. The Human Resources Representative will be responsible for tracking how many vacation days have been donated to and used by the absent employee.
7. At the end of the month, the donating employee will deduct the applicable number of vacation days from her/his balance and place an explanation on the vacation/sick leave card (e.g., donated vacation day). The receiving employee shall likewise place an explanation on her/his vacation/sick leave card.
8. The use of the donated vacation days shall be calculated in determining if the receiving employee should earn vacation and sick leave for the month.

Office of Human Resources
July 1996