



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 656  
Title: Leave Donation**

Cochise College offers leave donation in an effort to assist an eligible employee who has serious or catastrophic medical condition, as defined by the Family and Medical Leave Act and insufficient annual and or sick leave to carry the employee through the short-term disability waiting period within the following guidelines and limitations.

**Procedure: 656.1  
Eligibility**

To be eligible for leave donation, an employee must:

- a. Be serving in a benefits eligible position at the time of the request.
- b. Have served in the benefits eligible position for a minimum of one year.
- c. Be facing exhaustion of all leave balances, including sick leave, personal leave, and annual leave (if applicable).
- d. Be facing at least 20 hours of leave without pay

**Procedure 656.2  
Leave Donation Request and Approval**

- a. The employee submits a leave donation request form to Human Resources. If the employee is unable to submit the request, a family member or other person designated by the employee may make the request.
- b. Leave Donation requests are reviewed by the Vice President of Human Resources for approval.
- c. Upon approval of the request, Human Resources will solicit donated leave from benefited college employees.
- d. If the leave donation request is not approved by the Vice President for Human Resources, the employee may appeal the decision to the college President.
- e. The maximum leave donation an employee may receive is 320 hours on a rolling 12 month period.

To donate leave, the following limitations shall apply:

- a. Any employee may donate up to 20 hours of annual leave to an employee who has been approved for leave donation.
- b. Any employee who has accrued in excess of 200 hours of sick leave may donate up to 20 hours of sick leave to an employee approved for leave donation.

All leave donations shall remain confidential and the employee will not be provided with the names of those donating leave.