

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.6.0

Revised: August 14, 2017

SUBJECT: DONATION OF VACATION LEAVE

Wayland Baptist University assists employees with major illnesses for themselves or an immediate family member who have expended both their accumulated sick and vacation leave. Immediate family includes spouse, son, daughter, brother, sister, mother, father, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, or sister-in-law. On these occasions, coworkers are informed they can donate vacation leave in order to help a coworker whose sick and vacation leave balances had dropped below zero. This is only done in the cases of major illnesses and the following guidelines will be followed:

1. When a negative leave balance is imminent because of a major illness, the school dean or executive director/campus dean and cabinet member who oversee the area the individual works will be contacted by the Office of Human Resources to inform them of the situation and obtain their permission to solicit donation of vacation leave hours or days.
2. Once permission has been granted, the employee will be contacted by the Office of Human Resources to obtain their permission to solicit donation of vacation leave hours or days.
3. Due to a number of departments with few employees, faculty would be solicited in the case of a faculty member and staff would be solicited in the case of a staff member.
4. Employees eligible to donate vacation leave must be employed for one (1) year and have a personal vacation leave balance no less than 50 hours accumulated.
5. Employees may donate no more than 5 days (40 hours) per year.