



Ohio Administrative Code

Rule 3337-40-35 Vacation leave donation.

Effective: July 10, 2026

(A) Overview

Eligible administrative staff and faculty may participate in a vacation leave donation program. Vacation leave may be donated to a "leave pool" (pool). Donated vacation time will be converted to sick leave and administered as outlined in this policy. The pool will be used to provide leave to individuals in need of sick time for personal use or to care for a family member.

(B) Donation guidelines

(1) Donor eligibility

Administrative staff and faculty who are eligible for health-related benefits as designated by policy 41.010 may donate vacation time to the sick leave pool.

(2) Donation information

- (a) Donors must retain a balance of eighty vacation hours after a donation is made.
- (b) Donations are to be made in eight-hour increments. However, donations of less than eight hours from the pool to a recipient may be permitted if a full eight-hour donation would cause the recipient to exceed the fiscal year limit of twenty days (one hundred and sixty hours), or the equivalent pro-rated amount based upon per cent full time equivalent (FTE) for part time employees.
- (c) Other than the donation limits listed above or recipient limits in this policy, there is no maximum or cap on donations to the pool.

(3) Donations to the pool

- (a) Donations to the pool will be solicited at least one time per fiscal year. Donations to the pool can only be made during an official solicitation period.
- (b) Only "university human resources" (UHR) is authorized to solicit donations to the pool.

(C) Recipient guidelines

(1) Recipient eligibility



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Administrative staff, and faculty eligible for health-related benefits as designated by policy 41.010 may receive donated time per the following guidelines:

- (a) Recipients become eligible to receive donations from the pool upon hire.
- (b) The recipient must have exhausted, or will exhaust, all other paid time off before receiving donated time.
- (c) A physician must certify on the recipient request form that the employee has an impairment that is, or will be, present for more than ten consecutive working days. Impairments requiring only intermittent time off are not eligible for donations.)

(2) Times received

- (a) Recipients employed for less than one year may receive no more than ten cumulative days (eighty hours) of donated leave time from the pool in a fiscal year. Recipients employed for one year or more may receive no more than twenty cumulative days (one hundred sixty hours) of donated leave time from the pool in a fiscal year. A recipient will not be eligible to receive subsequent donations until one year elapsed since the prior donation was received.
- (b) Time received will be converted to sick leave time and added to the recipient's sick leave accrual.
- (c) The recipient retains all donated time, even if the recipient recovers more quickly than expected.
- (d) Any employee who received a sick leave donation will have the donated time deducted from their sick leave balance when determining eligibility for a sick leave payout at retirement.

(D) Use of time

Donated time may be used for the employee's own personal medical needs or to provide care for an eligible family member. consistent with the provisions of the university's sick leave policy.

(E) Donating time

(1) Soliciting donations



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Individuals and departments may not solicit donations. UHR will solicit donations for the pool at least once per fiscal year, or as needed.

(2) Making donations

To donate time, employees must complete and submit the vacation leave donation form.

(3) Applying for donated time

To request donated time, employees must complete and submit the vacation leave donation recipient request form.

(F) Confidentiality

The university will make every effort to maintain the confidentiality of donors and recipients as allowed by state of Ohio public records rules.

(G) General and departmental information

- (1) UHR will review and approve all requests to donate and receive time.
- (2) UHR will verify eligibility of a donor or recipient and modify accruals appropriately. In instances where a donation to an individual will exceed the fiscal year limit, UHR will process donations up to the limit only.
- (3) Generally, departments and/or supervisors should not prevent an employee from using donated time. Departments or supervisors with concerns regarding use/abuse of sick leave should consult with UHR.
- (4) On July first of each year, all unused time in the pool will be eliminated, and new donations will be solicited. Eliminated time will not be refunded to donors.
- (5) Donations from the pool will be distributed on a "first-requested-first-served" basis.
- (6) If the pool has inadequate donated time, UHR will solicit donations. If donated time is not available, donations from the pool will not be made. The pool cannot have a negative balance.
- (7) Only time is donated and not pay or funding.
- (8) The recipient's department does not receive funding for the donated time.