
Catastrophic Leave Donations Update

Presented by Dana Stafford, Assistant Director of Benefits

August 2021

Catastrophic (Cat) Leave Program

- Designed to assist eligible faculty and staff who have exhausted their paid leave due to a catastrophic illness or injury of the employee or immediate family
- Program allows other employees to donate vacation time to that employee so they can remain in a paid status during their leave
- "Catastrophic illness/injury" - illness/injury resulting in health condition for which a treating healthcare provider certifies the condition is likely to result in a loss of 30 or more workdays during a 12-month period
 - Continuous or intermittent leave
 - Application form and healthcare certification required. Benefits Office reviews to ensure eligibility requirements met.
- Total leave donations used by employee shall not exceed:
 - Six-week period immediately following the birth of a child (non-medically required bonding time must be taken as unpaid leave);
 - Amount necessary to cover the long-term disability (LTD) waiting period; or
 - One year (12 months) if the employee is not eligible for LTD benefits.

Eligibility

- Employees who can receive donations are all faculty and staff who hold regular appointments of 50% time or greater and who accrue vacation or sick leave benefits.
- Employees who can **donate time** are all faculty and staff who hold regular appointments of 50% time or greater and who accrue vacation benefits.
 - Donation [form](#) routes through Workflow
 - Only employee to employee donations currently allowed

Catastrophic Illness Donation Form

Eligible employees who hold regular appointments of 50% or greater can donate their accrued vacation hours to another eligible employee who is seeking donations. Sick time cannot be donated in place of vacation.

**Employee (Contributer) Donating
Annual Leave (VACATION):**

Stafford, Dana M
Assistant Director of Benefits | PGB3
HR-Benefits Health & Productvty

 Change Person

Contributer's Email Address

Who are you donating your time to?

If you know who you plan to donate your time to, please search for them by name below and enter in the number of hours you wish to donate.


There is not a general pool that you can donate to if you do not have a specific recipient in mind; however, University Benefits has a list of individuals in need of donations that is updated daily. You may find this list on our [Faculty & Staff Members Seeking Donations](#) webpage.

**Name of Recipient of Your Donated
Annual Leave (SICK LEAVE):**

No Person Selected

Add A Person

Search by Name or University ID

 Search

How much time will you be donating?

1. Donations are unlimited
2. There is a minimum of at least 1 hour to be donated
3. Donations are on a 1:1 ratio
4. Donated hours are irrevocably pledged

Number of Hours Donated to Recipient:

Expanded Donation Process

- New **anonymous** donation process
 - Still have option of donating to an employee
- Expansion will provide paid leave opportunities to employees who:
 - Do not have a wide social network at UI
 - Are concerned with stigma associated with soliciting own donations
 - Are uncomfortable revealing personal information
- Goal: keep employees in paid status for as long as possible during the long-term disability 90-work day waiting period

Anonymous Donation Process

- Available to employees who have applied for cat leave and meet eligibility criteria for their own continuous, personal illness
 - Leaves for illness of family member not eligible for anonymous donations at this time
 - May not use for intermittent leaves
- Minimum suggested donation = 8 hours; prefer total donation be in 8-hour increments
 - Separate donation form
- Applicable to **new leaves** where the illness/injury begins July 1, 2021 or later
- Piloting this change w/soft launch. Will review program after 6 months

Anonymous Donation for Catastrophic Illness Form

Eligible employees who hold regular appointments of 50% or greater can donate their accrued vacation hours to another eligible employee seeking donations. Sick time **cannot** be donated.

**Employee (Contributer) Donating
Annual Leave (VACATION):**

Stafford, Dana M

Assistant Director of Benefits | PGB3
HR-Benefits Health & Productvty

 Change Person

Contributer's Email Address

How much time will you be donating?

Please note:

- Minimum donation of 8 hours is preferred.
- Prefer donations be made in 8-hour increments.
- Donated hours are irrevocably pledged.

Number of Hours you wish to Donate

-- Select One --



Resources

- benefits@uiowa.edu
- 319-335-2676
- Benefits Office website for [cat leave](#)
- Operations Manual [policy](#)

IOWA