

	UNIVERSITY OF DENVER POLICY MANUAL MAJOR DISASTER LEAVE BANK PROGRAM
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Responsible Department: Human Resources and Inclusive Community

Recommended By: Provost and Executive Vice Chancellor, SVC Business and Financial Affairs and Interim Vice Chancellor of Human Resources and Inclusive Community

Approved By: Chancellor

I. INTRODUCTION

The University of Denver recognizes that staff may experience a major disaster that leave. The University of Denver establishes this Leave Bank Program to address these needs. The University retains the right to modify or discontinue this Leave Bank Program at any time.

Under the Leave Bank Program, eligible appointed staff may donate accrued vacation leave from their unused accrued balance to the Leave Bank value, and eligible appointed staff may request administrative paid leave from the Leave Bank. Participation in the Leave Bank Program is strictly voluntary for both donors and recipients.

II. POLICY OVERVIEW

University of Denver Leave Bank Program is only available to staff who hold an appointed position and have completed at least six (6) months of continuous employment at the University of Denver to participate as a donor or recipient in the Leave Bank Program. Staff who are currently on an approved leave of absence cannot donate to the Leave Bank Program. Human Resources & Inclusive Community (HRIC) will make determinations regarding meeting requirements for eligibility for participation in and for requests for leave from the Leave Bank Program. HRIC will not disclose the identity of donors or recipients except to those University employees who have a need to know for legitimate business reasons.

III. PROCESS/PROCEDURE OVERVIEW

Donation of Leave

The University will operate the Leave Bank Program as a pilot program allowing eligible staff to donate to the Leave Bank between May 1, 2020 and June 30, 2020 (60-day period). The Leave Bank Program may open again for donations in approximately six (6) months after the University has the opportunity to assess the efficacy of the program. Eligible staff may donate accrued vacation leave or PTO up to a maximum of forty (40) hours per fiscal year. Staff must make donations in full hour

