

## **I. INTRODUCTION**

The University of Denver recognizes that staff may experience a personal or family catastrophic illness/injury that necessitates additional paid time off in excess of the 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.





