

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: LEAVE DONATION

CATEGORY: HUMAN RESOURCES

Policy

On occasion, state employees or their family members have a serious illness or injury and are impacted financially due to the lack of accrued leave during this event. It is the intent of the Idaho Department of Juvenile Corrections (IDJC) to minimize the financial impact on our employees, to the extent possible, during these times. Idaho Code §67-5334 provides that the IDJC Director may approve IDJC employees to donate accrued sick or vacation leave to another eligible state employee for use as paid sick leave.

It is therefore the policy of the IDJC to support the donation of accrued sick or vacation leave, up to a maximum of eighty (80) hours per fiscal year, to another officer or employee for purposes of sick leave in the event the receiving officer or employee or a family member suffers from a serious illness or injury.

Operating Procedures

I. Receiving Donated Leave

A. Eligibility; To receive donated leave, an employee must:

1. Request donations through Human Resources (HR) or ask their supervisor to make the request on their behalf;
2. Be eligible to accrue sick and vacation leave; and
3. Have exhausted all of their accrued compensatory, sick, and vacation leave; and
4. Be suffering from a serious illness, injury, or disability, or have a family member with a serious illness or injury necessitating the employee's absence from work. Family member is defined as: spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage, or legal guardian; and
5. Not receive in excess of the maximum of one-hundred and sixty (160) hours of donated leave (vacation and sick combined) per fiscal year.

There is no limit to the number of times an employee may request donated leave so long as the employee meets the eligibility requirements. Employees may not request or receive donated leave within their first two weeks (or first pay period) of employment.

II. Donating Leave

A. Eligibility; To donate sick or vacation leave, an employee must:

1. Donate a minimum of four (4) hours;
2. Have a sick or vacation leave balance that exceeds eighty (80) hours after the donation;
3. Choose vacation or sick leave for each donation form and may not include both sick and vacation on a single request;
4. Not donate more than a total of eighty (80) hours of vacation and sick leave, combined.

B. Process

1. If the amount of leave needed can be determined in advance:
 - a) The requesting employee should request only enough hours to cover the leave, or one pay period at a time. Employees may not request or receive donated leave within their first two weeks (or first pay period) of employment.
 - b) Once an employee or supervisor requests leave donations, HR will solicit donations from all agency staff.
 - c) If enough hours are not received to satisfy the request, the solicitation will then be made to all State of Idaho employees.
 - d) Employees wishing to donate sick or vacation hours will contact HR with their desired donation amount. HR will provide instructions and the form for them to complete the donation. HR will then work with the State Controller's Office to process the donation.
2. When the amount of leave needed cannot be determined in advance, HR will not solicit leave donations.
3. Employees on Intermittent Leave who request donated leave for a prior payroll period will not have the leave donation requested or approved for that prior time period.

Example: The two-week payroll period ended on June 6. The employee was out on intermittent leave and is short 3.6 hours of paid time for that pay period. The employee requests leave donations on June 9 (for that prior pay period). Leave donations will not be requested or approved for that time.

III. Conversion Details

- ### A.
- Donated sick or vacation leave will be converted to sick leave on a one-hour to one-hour basis and will be paid out at the receiving employee's current hourly wage.

- B. Any unused leave that has been donated to an employee will remain in their sick leave accrual balance until used. Any unused leave cannot be returned to the employee who made the donation.

III. Fiscal Obligation

The organizational unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.

IV. Confidentiality

- A. The names of employees who donate time will remain confidential, and, in most cases, will not be provided to the employee receiving donated time. This confidentiality is intended to preclude any repercussions for employees who do not donate leave as well as for those who do donate.
- B. The names of employees requesting donated leave will remain confidential and will not be shared with other employees being asked to donate leave. Even if the requesting employee gives permission to use their name, HR will not provide their name.
- C. The nature of the serious illness or injury causing the employee to request and receive donated leave will also be kept private. This information will not be shared with other employees who are being asked to donate leave.

Reference: [Glossary of Terms and Acronyms](#)
 Section 67-5334, Idaho Code
 IDAPA 15.04.01–Rules of the Division of Human Resources & Idaho
 Personnel Commission 240.03
 [Idaho Division of Human Resources, Policy Section 6](#)

Desk Manual(s): *None*

Related Policies: *None*

Related Forms: [Donated Leave Request Form](#)