Donated Sick Leave Policy Revisions Summary

Why proposing revisions?

* Bring MSU policy in better alignment with other MUS and State policies
* Large number of requests for exceptions to the policy
  + Eliminate the 5 day waiting period
  + Increase the 160 hour cap on receipt of donated sick leave in a 12 month period
  + Allow donation of more than 40 hours in a 12 month period
  + Allow use of donated sick leave for recovery from child birth

Policy implication costs

* Backfilling for teaching faculty
* Institutional perspective – cost shifting

ADVANCE grant (NSF)

* Initiative - create family caregiving sick-leave donation pool.

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| **MSU Personnel Policy 1045 Donated Sick Leave Changes** | |
| Current | Proposed |
| May receive a maximum of 160 hours of donated sick leave in any 12 month period | 240 hours (6 weeks) |
| Waiting period required - 40 hours LWOP, after exhausting all personally accrued sick leave, annual leave, and compensatory time | No waiting period; must exhaust all sick and annual leave and comp time |
| Employee only situations | May also be used to take care of members of the immediate household |
| Not allowed for pregnancy or childbirth related health conditions | May be used for pregnancy or childbirth related health conditions, up to six weeks |
| Appeal/exception requests to VP admin & Finance | No appeal process, copy denials to Chief Human Resources Officer |
| Recordkeeping has been variable | Tracking to be done on a rolling year (consistent w/FMLA) |
| Donations irrevocable upon receipt in HR | HR will be deduct leave from the donor and credited to the recipient, in the order received, on an as-needed basis |

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| **MSU Personnel Policy 1025 Maternity Leave Changes** | |
| Current | Proposed |
| May not use donated sick leave | May use donated sick leave for up to 6 weeks |

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