

Employee to Employee Sick Leave Donation

The Employee to Employee Sick Leave donation program covers the provisions of Texas Government Code Section 661.207 *Donation of Sick Leave* as codified in statute by HB 1771, 84th Legislature, 2015.

Procedures

Application Requirements: An employee may donate sick leave to another sick leave eligible staff or faculty member employed at the University of Texas at Dallas when all of the following conditions are met:

1. The recipient is employed in the same agency as the donor employee; and
2. The recipient meets the sick leave eligibility requirements; and
3. The recipient has exhausted the recipient's own sick leave; and
4. The recipient has exhausted any time he or she may be eligible to withdraw from the sick leave pool.

Employees may not directly or indirectly provide or receive remuneration or a gift in exchange for a sick leave donation.

Information for Donor

- The donor may determine the number of hours they wish to donate and will complete the required sick leave donation form.
- Whether the donated sick leave hours are used or not, the donation is irrevocable (non-returnable) as of the date the donation form is completed and received by the Leave Administrator in the Office of Human Resources.
- The donor may not directly or indirectly receive or give any financial payment (remuneration) or gift in exchange for this donation.
- The donor may not directly or indirectly receive special treatment or favors in exchange for this donation.
- The donor will treat all medical and personal information shared by the recipient as confidential.

Recipient Process

- The recipient must have exhausted all sick leave, including any time the recipient is eligible to withdraw from the Sick Leave Pool.
- An employee who receives donated sick leave may use the donated leave according to the provisions outlined in the sick leave policy.
- Donated hours may be utilized for both continuous and/ or intermittent leave.
- Once the required donation form is approved by the Leave Administrator in Office of Human Resources, the recipient will be notified of any donated hours.

- The recipient may not directly or indirectly receive or give financial payment (remuneration) or gift in exchange for this donation.
- The recipient may not directly or indirectly provide special treatment or favors in exchange for this donation.
- If the recipient leaves UTD for any reason, the remaining donated sick leave hours will be forfeited and is not restored upon rehire.

Taxation Impact to Donor and/or Recipient

Taxation related to the employee to employee sick leave donation will be consistent with the Internal Revenue Service and UT System guidelines.