

**DONATION OF VACATION TIME**

**Policy**

In an effort to sustain a caring environment and enhance community spirit, the University of Hartford provides regular full-time exempt and non-exempt staff with the opportunity to donate allotted vacation time in support of their colleagues who are faced with emergency circumstances. The maximum amount of vacation time that can be donated by one staff member or can be received by one staff member is 10 days per fiscal year.

Recipients of donated vacation time must have exhausted their own vacation time and Personal Days to be eligible to receive donated vacation time from another staff member. Recipients of donated vacation time will be paid at their current rate of pay. Completed Donation of Vacation Time forms must be submitted to HRD and will be processed in the order in which they are received.

Every attempt will be made to protect the privacy of individuals who participate in the donation of vacation time program. The identity of donors and recipients will be kept confidential, except as required to administer the policy and/or for any required legal action.

Note: Donated vacation time can not be reclaimed; therefore, employees are urged to consider their own present and future needs when determining how many hours to donate to another employee.

**Donation of Vacation Time Request**

I, \_\_\_\_\_, request to donate  ½ day  
(Print Name)  \_\_\_\_\_ full day(s)

from my allotted vacation balance to the following employee: \_\_\_\_\_  
(Print Name)

I understand that only my current allotted vacation time can be donated under University policy. I further understand that I cannot reclaim my donated vacation time.

\_\_\_\_\_  
Signature of Employee Donating Vacation Time

\_\_\_\_\_  
ID# of Employee Donating Vacation Time

\_\_\_\_\_  
Date

**HRD REVIEW:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

HRD E-mail/Letter to DONOR: Date: \_\_\_\_\_

HRD E-mail/Letter to RECIPIENT: Date: \_\_\_\_\_

HRD E-mail to Supervisors - Donor & Recipient: Date: \_\_\_\_\_

**PAYROLL PROCESSING:**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_