

FAQs for Leave Sharing Program

Q: I would like to donate time to the Leave Sharing Program. Does it matter which kind of paid time off I donate?

A: [Donors to the Leave Sharing Program](#) can donate from accrued but unused vacation days, sick days, paid time off (PTO) and/or Income Protection Bank (IPB). Different leaves apply to different employee class, and all donations will go into the donation bank.

Q: What is the minimum and maximum number of hours I can donate?

A: A minimum of 8 hours and a maximum of 40 hours can be donated.

Q: How often can I donate?

A: Annually. Forty hours of paid time off may be donated annually to the Leave Donation Bank.

Q: If I need to request shared leave, what do I do?

A: Complete a [Request for Shared Leave form](#). There may be follow up questions for specific medical information from the Coordinator of ADA and Leave Administration Programs in Human Resources. Once all information is collected, then your request will be reviewed for approval.

Q: Who determines if I'm granted the leave?

A: First, a review of medical need and eligibility will be conducted by UHRS. Second, a Leave Donation request will be reviewed to determine if adequate donations are available to grant the request.

Q: What if my request is only partially funded or denied due to not enough time available in the donation bank?

A: If a partial award is given due to leave bank levels, then a person may reapply at another time for consideration.

Q: I know my colleague is in a difficult position, and I'd like to donate my hours to them. Can I specify who my donation goes to?

A: No. Donated leave goes to a central leave bank, not to an individual person. However, the leave bank is granted based upon a first-come, first-served basis, so your donation increases the likelihood of all authorized requests being granted.

Q: Can I know who receives my donated hours?

A: No. Leave Bank recipient names are protected information.

Q: How will I be notified of the approval?

A: You will receive an electronic notification from Ball State Support support@servicenow-smtp.bsu.edu

Q: If I'm awarded Shared Leave, when will it be available to draw upon?

A: You may make your request prior to running out of paid leave, in anticipation, to prevent being out of pay status.

Q: My job is funded by a grant. Can I donate?

A: No. Grant-funds cannot be donated to the donation bank, due to grant defined use of funds that are tied to the mission of the grant.

Q: My job is funded by a grant, but my paid time off has run out. Can I make a request for shared leave?

A: Yes. Even though you cannot donate, if you are a benefits-eligible employee of the University, you may apply.

Q: My need is urgent. How long will it take for a decision once I submit my request?

A: Leave Donation requests are reviewed regularly, and awarded if qualified and donated leave funds are available. You'll be notified after the Coordinator of ADA and Leave Administration Programs reviews then processes the approval.

Q: If I donate time, does my supervisor have to approve it?

A: Your supervisor will not need to approve.

Q: If I donate leave, can I request it be returned to me?

A: No. Once it is donated, it is irrevocable and will not be returned to the employee.

Q: I will be losing vacation and sick time soon. Can I donate that time to the Shared Leave bank so it is not lost?

A: Yes, you may donate sick and/or vacation time that you are about to lose.

Q: What if someone is caught abusing the program?

A: An employee who abuses this program will be subject to disciplinary action, up to and including termination.