Compassionate Transfer of Leave

Policies Information

Policy Sponsors: Allison M. Vaillancourt  
Vice President of Business Affairs and Human Resources

Name  
Title

Responsible Unit: Division of Human Resources

Phone: (520) 621-3660  
E-mail: hradmin@email.arizona.edu

Purpose and Summary

Employees who are eligible to accrue and use vacation hours may transfer their accrued vacation to employees who are unable to work due to a catastrophic or life-threatening illness or injury to themselves or members of their established households, provided that the receiving employee meets all eligibility requirements.

Scope

To receive compassionate transfer of leave hours, the employee must:

- have been employed by the University in a full-benefits-eligible position for at least 12 continuous months immediately prior to the illness or injury (for those employees who work only during the nine-month academic-year and are vacation eligible, the summer months may apply toward the 12 months of continuous employment);

- be in a vacation-accruing position at the time of requesting compassionate transfer of leave hours;

- be on an approved leave of absence;

- have a catastrophic medical condition, or be responsible for caring for a member of the immediate household with a catastrophic medical condition, expected to last at least 45 continuous days;

- be unable to perform his or her regular duties or available light duty work;

- have applied for short-term disability benefits if participating in one of the short-term disability plans available to University employees;
have exhausted all available balances of paid leave hours (e.g., vacation, paid sick time and compensatory time); and

not be receiving either long-term disability benefits or Workers' Compensation benefits.

To donate vacation hours an employee must

- be eligible to accrue and use vacation hours;
- have a balance of more than 80 vacation hours.

**DEFINITIONS**

An illness or injury shall be catastrophic if it is

1. **seriously incapacitating** or **life-threatening** (in the case of the employee, the employee is unable to perform all the duties of the position held at the time of the injury or upon inception of the illness, and is unable to perform available light duty work); and
2. of extended duration (the anticipated duration of the disability is not less than 45 **continuous** calendar days); and
3. confirmed in writing by a physician chosen by the employee, and subject to reconfirmation by a physician chosen by the University.

**POLICY**

Compassionate transfers of leave shall be accomplished by using excess accruals of vacation hours that University employees would otherwise forfeit at the end of the calendar year. Employees shall be assumed to have voluntarily donated their excess hours unless they specifically request their hours not be available for compassionate transfer of leave by determining the dollar value of the number of vacation hours contributed, by decreasing the contributor's balance of accrued vacation hours, and by increasing the recipient's accrued paid sick time balance. Contributors must retain a minimum balance of 80 hours of vacation. Such compassionate transfers of leave must be voluntary on the part of the contributor.

Employees enrolled in a short-term disability program offered by the University of Arizona or Arizona Department of Administration must apply for and, if eligible, receive their short-term disability benefits before compassionate transfer of leave contributions can be used beyond the initial short-term disability waiting period. Compassionate transfer of leave contributions (other than for the initial short-term disability waiting period) for such employees may only be used to supplement the short-term disability payment up to but not to exceed the employee's regular rate of pay.

An employee may receive a maximum of 480 compassionate transfer of leave hours for a given condition in a 12-month period. Should that condition reoccur within a 12-month rolling period, any balance remaining from the 480-hour allowance may be reinstated for use during the second absence.
Compassionate transfers of leave shall not exceed the anticipated period of disability and shall terminate on the date when either (a) the receiving employee returns to work at the previous FTE or a reduced FTE, or (b) long-term disability benefits commence. In the event the affected employee becomes eligible to receive long-term disability benefits, contributions of vacation hours which would otherwise be credited to the employee will not be permitted on or after the date of inception of long term disability benefits. Subsidization of long-term disability or worker’s compensation benefits will not be permitted other than during the initial period of waiting for such benefits to once payments of these benefits commence. Employees who return to work at a lower FTE may not use compassionate transfer of leave hours to supplement their earnings.

Employees enrolled in a short term disability program offered by the University must apply for and, if eligible, receive their short term disability benefits before compassionate transfer of leave contributions can be used beyond the initial short term disability waiting period. Compassionate transfer of leave contributions (other than for the initial short term disability waiting period) for such employees may only be used to supplement the short term disability payment up to but not to exceed the employee's regular rate of pay.

**COMPLIANCE AND RESPONSIBILITIES**

When an employee receiving compassionate transfer of leave returns to work, the employee’s department must notify Payroll immediately. Payroll shall remove any unused compassionate transfer of leave hours from the employee’s sick leave balance.

**FREQUENTLY ASKED QUESTIONS**

**RELATED INFORMATION**

[Arizona Board of Regents Policy 6-809. Compassionate Transfer of Leave](https://www.arizona.edu/hr/policies/6-809)

**REVISION HISTORY**

This policy supersedes the Classified Staff Human Resources Policy Manual Policy 201.1 and University Handbook for Appointed Personnel Policy 8.02.04.