

## **MSU DENVER ADMINISTRATIVE POLICY #12**

**Policy Title: ADMINISTRATORS AND FACULTY  
ANNUAL LEAVE BANK PROGRAM Revised 10/05**

### **PURPOSE**

To establish a pool of annual leave for qualifying administrators or full-time faculty members (as defined in the Metropolitan State University of Denver Handbook for Professional Personnel), under certain circumstances outlined below, in order to provide some income protection when the employee would be absent from work for a prolonged period of time, has exhausted all paid leave and is not covered by disability insurance. Bank leave may not be used when disability insurance benefits, as described in Metropolitan State University of Denver Handbook for Professional Personnel, applies.

#### **1. Catastrophic Illness or Injury**

An employee or an immediate family member (child, parent, spouse, legal dependent, or a person in the household for whom the employee is the primary care giver), who is experiencing a catastrophic illness or injury that poses a direct threat to life, e.g. cancer, serious accident, major heart attack, etc. Application may be made for personal or immediate family member need. For purposes of the leave bank program, for a family member, preference will be given to a child, parent, or spouse requiring the employee's direct care. All personal accrued leave or paid leave must be exhausted. A physician or appropriate medical authority must validate any such hardship.

*Exclusions:* Common illness, routine surgical procedures and/or surgical procedures that are not life threatening or as a result of a non-life threatening condition or and illness/injury covered by disability insurance.

#### **2. War on Terrorism/Military Operations**

An employee on active military service in the war against terrorism or other military operations who is experiencing serious financial hardship during the initial call up. Donated leave is used to make up the difference between the employee's base salary (excluding premiums) and the total gross military pay and allowances. Donated leave is only available after the exhaustion of military or other paid leave.

#### **3. Catastrophic Events or Emergencies**

An employee directly affected by, or serving as first responders to life-altering catastrophic events, natural disasters, or emergencies, e.g., wildfire, flood, or tornado. It includes life-altering catastrophes that result in loss of life or life-threatening events due to major crimes such as kidnapping or murder, as well as loss of life or substantial loss or complete destruction of the employee's residence as a result of a natural disaster or accidental catastrophe. It does not apply to foreseeable situations that could have been prevented or minimized by planning or action on the part of the employee or for a short-term financial set back or

inconvenience. Donated leave is only available after exhaustion of all other applicable paid leave.

### **ELIGIBILITY**

An administrator who has completed one year of employment (or administrator working on an academic year contract who has completed one academic year) and who has donated eight (8) hours of annual leave to the bank is eligible to apply for bank leave. Full-time faculty who have completed one academic year of employment are also eligible to apply for and use bank leave time. Faculty will be expected to meet all relevant criteria with the exception of the requirement that the applicant will have donated at least one day of annual leave time to the bank. (Faculty do not have annual leave to donate.)

This program is not intended to cover cases of abusive leave usage.

### **APPLICATION FOR LEAVE**

The applicant must have exhausted all paid annual and sick leave before applying to the leave bank or when exhaustion of leave is imminent. (Employees who have applied for long-term disability coverage, and who know they will exhaust sick and/or annual leave time before long-term disability benefits begin, may apply to the bank.)

Application must be made on the appropriate form provided by the Human Resources office with sufficient documentation. The application must include a statement from the employee's supervisor indicating support or nonsupport of the application, and the reasons for the supervisor's recommendations.

### **GOVERNANCE**

A committee made up of the Human Resources specialist or designee who is familiar with leave options and benefits programs, a nurse or nurse practitioner from the Student Health Center, and the President of the Council of Administrators, or designee shall recommend approval or denial of applications to the Vice President of Administration and Finance. Decisions are based on the merits of each individual case and the following guidelines:

- Requests must be for reasons listed under the purpose of the program, e.g. seriousness of the illness/injury, catastrophic events, military leave, availability of the employee's other benefits, exhaustion of leave, etc.
- In addition to the merits of the case, requests may be denied for suspected leave abuse as shown by documentation, incomplete application, refusal to supply requested information, or ineligibility.
- Application does not mean automatic approval of the request. Non-selection is not a determination that the situation is not a personal emergency.
- The applicant and/or supervisor may be contacted to obtain information regarding the request or may be invited to present the case.
- Awarded time is not transferable. In cases where the awarded time is not used (the situation is resolved, the employee terminated or retires), the unused time is returned to the bank. **No employee will be compensated directly for unused time if they terminate their employment.**
- Awarded time may be applied retroactively to the beginning of the leave without pay for the situation for which it was granted.

- No more than 320 hours of leave time may be awarded to any employee per fiscal year.

### **CONTRIBUTIONS**

Solicitations and donation to the bank may be made during the month of May or when the bank leave falls below the replenishing point. If the bank cannot support the need, additional contributions will be solicited from employees of the University. Contributions must be made from accrued annual leave. A minimum donation of one day of annual leave is required to be made by administrators. Classified employees may contribute to the administrator leave bank (as administrators may donate to the classified Leave bank), but each may apply only to the appropriate bank for use of bank leave time.

Contributions are voluntary, confidential and non-refundable.