



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
CATASTROPHIC POOL (AFSCME)	June 2, 2017	1725.050

POLICY STATEMENT (R*)

Hours may be donated, on a voluntary basis, from one employee to another employee who has exhausted their leave balances including sick, vacation, and compensatory time and must have approval of the Business Unit Head.

Hours may be donated in increments of eight (8) hours and must not exceed 80 hours in 36-month period. The donating employees' remaining balance cannot fall below 80 hours. The total maximum amount of hours that an employee can receive is 480 in a 12-month period or at a rate proportionate to their FTE.

REASON FOR POLICY (O*)

To establish guidelines for the purpose of allowing the donation of sick leave hours from one employee to another in catastrophic circumstances that affects the employee or the employee's immediate family members. For the purpose of this policy, catastrophic is defined as any major illness or injury that does not allow the employee to return to work for an extended period of time as documented by a physician.

DEFINITIONS (R*)

Employee Immediate Family – defined as spouse, children (including foster and stepchildren), parents (including stepparents), and grandparents.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Benefits Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

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***R = Required *O = Optional**