



Catastrophic Pool #1710.050

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: February 3, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Benefits Administration
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POLICY STATEMENT

Hours may be donated, on a voluntary basis, from one employee to another employee who has exhausted all other leave balances including sick, vacation, and compensatory time. Catastrophic leave donations must have written approval of the receiver’s Business Unit Head. The receiver must be on an approved Medical Leave of Absence due to their own or an immediate family member’s serious health condition.

Hours may be donated in increments of eight (8) hours of sick leave and must not exceed eighty (80) hours in a thirty-six (36) month period. To be able to donate sick hours, employees will need to have a remaining balance of accumulated sick leave of no less than eighty (80) hours. The donating employees’ remaining balance cannot fall below eighty (80) hours. The total maximum number of hours that an employee may receive is four hundred and eighty (480) hours in a twelve (12) month period or at a rate proportionate to their FTE.

Leave time used may be counted towards the Family Medical Leave Act (FMLA) entitlement.

The employee will not accrue any sick and/or vacation time while using the catastrophic hours.

SCOPE

This policy applies to all employees.

REASON FOR POLICY

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.



DEFINITIONS	
TERM	DEFINITIONS
Immediate family	Defined as spouse, children (including foster or stepchildren), parents (including stepparents), brother and sister (including stepbrother and stepsister), grandparents, and grandchildren.
Catastrophic	Defined as any major illness or injury that does not allow the employee to return to work for an extended period as documented by a physician. This term also includes the definition of a serious health condition under the Family and Medical Leave Act. When an employee’s illness/injury may be covered by the Americans with Disabilities Act, the Reasonable Accommodation for Faculty, Staff, and Employment Applicants/Candidates Policy#1705.022 apply

ROLES AND RESPONSIBILITIES

Employees donating hour must complete the Donation Hours Memo. Dean, Director or HR Liaison must complete the Catastrophic Approval Memo and submit copy to HRleaves@fiu.edu. Benefits Administrations will provide guidance and manage the hours to ensure the employee receives the appropriate hours and maximum donation and receiving hours are not exceeded

RELATED RESOURCES

For Catastrophic Pool Guidelines, you can visit <https://hr.fiu.edu/employees-affiliates/benefits/>

CONTACTS

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HISTORY

Initial Effective Date: July 2005
Review Dates (review performed, no updates): N/A
Revision Dates (updates made to document): March 31, 2021; February 12, 2024; February 3, 2025.