



## DONATION OF PAID LEAVE DAYS FOR COLLEGE MAJOR GIFTS CAMPAIGN PROCEDURE

**Policy Number: 4.3108**  
**Subject Area: Personnel**  
**Adopted: 11/15/2007**  
**Revised: 11/15/2007**

Employees eligible for and wishing to donate vacation or personal leave time to College Major Gifts Campaigns shall complete the appropriate donation form as developed and distributed by the Institutional Advancement Office.

Upon completion of the above form, it will be forwarded to the Institutional Advancement Office for campaign purposes. The Payroll/Human Resources office will verify that the employee has the appropriate paid leave time earned and available. Payroll will then forward the form for approval to the Vice President of Administrative Services or other appropriate Finance officer.

Upon completion of the above approvals, the paid leave time shall be appropriately deducted from the employee's paid leave balance and processed according to Payroll procedures, in accordance with applicable IRS regulations.

Upon completion and processing of such donation, the employee shall receive an acknowledgement of the donation.

This policy will be ongoing and will be reviewed for continuation by the Board of Trustees every three years to determine the length of continuation. If the policy is discontinued by the Board, donations through the year of expiration will be honored.

Approval History: Replacement for Donation for College Major Gifts Campaign Procedure 2.3106P Approved 11/15/2007, 06/16/2011