

Leave Donation Policy

Purpose

To allow employees to donate vacation accruals in order to provide Foundation employees who have exhausted all leave accruals with continued income and benefits while absent from work due to a serious medical condition.

Recipient Eligibility

- 1) Employed in a full-time or part-time salaried position for a period of 1 continuous year and be eligible to earn leave accruals,
- 2) Exhausted all leave accruals,
- 3) Experiencing a serious medical condition certified by a physician,

Donor Eligibility

- 1) Employed in a full-time or part-time salaried position for a period of 1 continuous year and be eligible to earn leave accruals,
- 2) Must have at least 10 vacation days remaining after donation,

Implementation of this policy is described in more detail in the RFMH Leave Donation Procedures. All donation and receipt of leave must comply with these procedures.

Reservation of Rights

RFMH reserves the right to change the terms and conditions or discontinue this program and/or any of its procedures at any time.