Personnel Policy Revisions

I hope your New Year is off to a good start. As we begin 2013, I want to make you aware of some revisions to MSU's Donated Sick Leave (Personnel Policy 1045) and Maternity Leave (Personnel Policy 1025) approved by University Council today. Notable changes and enhancements to the policies, which go into effect Feb. 1, include the following:

• The maximum number of hours of sick leave that may be utilized by eligible employees in any 12-month period has been increased from 160 hours to 240 hours.

• The university has eliminated the waiting period of 40 hours of leave without pay before donated sick leave may be used. Eligible recipients must use all accrued sick, annual leave and compensatory time before they may accept donated time.

• Donated sick leave may now be used to take care of members of an employee's immediate family. In the past, the policy only applied to the employee.

• Eligible employees may use up to six weeks of donated sick leave for pregnancy or childbirth-related health conditions. This was not allowed under the previous policies.

• Human Resources will deduct sick leave from donor and credit it to recipients in the order donations are received, or on an as-needed basis.

• Administrative tracking of donated time by Human Resources will be done on a rolling calendar, similar to the way Family and Medical Leave recordkeeping is done.

• The appeal/exception process has been changed. In the past, appeals and exception requests were directed to the Vice President for Administration and Finance. Under the new policy, appeals involving sick leave donation denials must be directed to the Chief Human Resources Officer.

I want to thank everyone involved in revising these policies for their input, hard work and dedication. If you have any questions about the new policy, please contact Susan Alt at 994-3344 or at salt@montana.edu.

Regards,

Dennis Defa
Chief Human Relations Officer