



Donated Sick Leave Pool Program

Starting January, 2015

[MSU Donated Sick Leave Policy 10.45](#)
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Introduction

The Donated Sick Leave Pool (DSLPP) is a central reserve sustained by employee donation of sick leave hours. Permitted under the MSU Donated Sick Leave policy [1045.00](#), it provides for sick leave donation, beyond specifically-named recipients, to any approved employee. DSLPP operates in tandem with policy [1045.00](#).

Contributing to the Pool

The DSLPP is entirely reliant on donated hours. Any eligible employee (MSU Policy Section [1045.50](#)) may contribute to the Pool by completing the [Contribution to the Donated Sick Leave Pool form](#).

Contributions are transferred immediately to the DSLPP, for use in any DSLPP allocation. Contributions to the SLP cannot be directed for the use of a specific individual. *For a preferred recipient, please use the original [Donated Sick Leave form](#) and general policy [1045](#).*

Contributed hours are irrevocable.

Human Resources will conduct a semi-annual drive to solicit donations of sick leave hours from the MSU community.

Applying for a Sick Leave Pool Allocation

Employees may apply for a DSLPP allocation under the same eligibility standards as for Donated Sick Leave per MSU Policy [1045.40](#), and prohibited uses [1045.70](#).

Eligible employees request DSLP hours by submitting a completed [Application](#) to HR at 920 Technology Blvd, Suite A, Bozeman, MT 59718. Scanned copies may be emailed to DSLPA@montana.edu.

Submission Timeline: The DSLP provides for allocations to be made about one month in advance of the use of the sick leave hours. Completed applications are therefore due in HR by the payroll deadline (20th of the month) prior to the start date on which the DSLP hours will begin to be used. Late submissions may be considered only if the start date is unknown on the 20th of the prior month.

Allocating hours from the Pool

Allocations are made on a first come first served basis, per HR's date and time stamp affixed to the application once it is confirmed complete. HR will issue a response to the applicant and department. Anticipated challenges to allocation may include:

- department unable to approve application
- insufficient hours available in the DSLP
- absence of signatures, or any supporting documentation
- application submitted outside the appropriate submission timeline

If an employee exhausts all other leave before a decision can be made about a DSLP allocation, leave without pay may apply.

Utilizing DSLP hours

As with original policy [1045.00](#) applicants request a specific number of hours from the Pool. In DSLP, the corresponding allocation is held for the applicant within the Pool, and applied to their absence during each payroll. Once the applicant's needs are met*, unused hours are released back to the DSLP to be re-allocated to other eligible employees.

*MSU Policy Section [1045.40](#) allows for 240 hours (prorated for FTE) of donated sick leave in any 12 month period, calculated from the first day the employee uses donated sick leave. Unused allocations will revert to the Pool upon expiration of the 12 month period, or upon written direction from the employee, whichever is the sooner.

Per policy [1045.20](#) an allocation of DSLP is in sick leave hours only, not in funding. Explanation available at <http://www.montana.edu/hr/Forms.html>.