Process for Establishing a Vacation Donation Account

Employees must submit a written request to establish a vacation donation account to his/her supervisor. Once the supervisor has determined the employee will exhaust all available paid time off, the supervisor must request a Vacation Donation Account be established from the benefits office.

The supervisor is responsible for advising the employee that unless FMLA has been approved, a physician's statement documenting the medical condition and required period of absence must be provided to the Occupational Medical Clinic, building 490., If the person with the serious medical condition is not the employee, such person's physician must provide the person's name, the medical diagnosis (to substantiate the serious medical condition), the date the condition began and the expected length of the condition. This documentation must be submitted to the Occupational Medical Clinic, unless already established through our third-party vendor. If the physician is unable to determine the length of the condition at the time the request is submitted, the vacation donation account will be open for a maximum of four weeks and will be reviewed thereafter based on additional medical documentation submitted to the OMC.

Maximum Number of Hours for Vacation Donation

No more than 500-hours of donated vacation can be received by the Recipient during a maximum 12-month rolling period for all incidents in that period.

The maximum hours that can be received by a part-time benefits eligible employee are pro-rated based on the employee's work schedule. For example, the maximum hours a Recipient who is working part-time at 50% can receive is 250 hours.

Utilizing Donated Time

• The Recipient can only use hours that are available in their Vacation Donation Account at the time the weekly or monthly timecard is submitted. The employee will record the time off type in Workday as "Vacation Donation".

Donation Information (Donors)

• Employees seeking to donate a portion of their accrued vacation to the Recipient must complete the Vacation Donation Authorization form. Forms can be obtained from the Benefits Office or online at www.bnl.gov/HR/Benefits.

• The minimum number of hours of vacation time that can be donated is 4 hours. Employees may donate up to 50% of their accrued vacation balance as of the date of the donation. The maximum hours that can be donated will be prorated for part-time employees who are benefits eligible (example: 50% FTE = 250-hour maximum donation).

• Employees may make an initial donation and then may donate again to the same employee at a later date.

• Benefits office confirms receipt and approval or rejection of vacation donation with the Donor. Rejection can occur if the Donor has insufficient hours to donate based on the policy and/or if the maximum vacation donation level has already been reached. Once the vacation donation has been approved, such time is forfeited by the Donor.

• Employees may not donate their Vacation Buy time or Sick days.

• Employees on an approved Leave of Absence are eligible to donate vacation hours.

• Donors contribute vacation hours, not salary.

• The completed Vacation Donation Authorization form must be sent to Payroll (Bldg. 400D). Vacation Donation from a Donor that is approved by Payroll will immediately be transferred to the recipient's Vacation Donation Account.

• Vacation donations are not considered charitable contributions for income tax purposes.

Forms and additional information is also available on SBMS at:
https://sbms.bnl.gov/sbmsearch/subjarea/54/54_pro3.cfm

If you have any questions regarding this policy, please contact the Benefits Office at X4139 or X2881.