Policies and Procedures for the Operation of the
Howard University Non-Faculty Leave Bank

The Howard University Non Faculty Leave Bank was established on July 1, 2007.

I. Overview

The Howard University Non Faculty Leave Bank serves as a depository into which participating non-faculty; active full-time employees (members) may donate accrued annual leave time for allocation to other participating employees (members) who have exhausted all available accumulated leave, and who have been approved for Family and Medical Leave (FMLA), as defined by applicable federal, state, and local statutes. Any employee receiving temporary disability benefits under Short Term Disability (STD), Long Term Disability (LTD) or Workers’ Compensation may not be eligible to apply as a Leave Bank recipient.

Employees who wish to join must donate at least eight (8) hours of unused annual leave to become eligible members for a period of one (1) year. Donating employees must retain a minimum of eight (8) hours of annual leave to maintain membership in the Leave Bank.

II. Purpose

The purpose of the Leave Bank is to provide donated annual leave to FMLA qualified employees (members). Membership in the Leave Bank does not create an automatic entitlement to leave; it enables employees (members) who have no other recourse, to seek relief when faced with significant loss of pay due to his or her own medical emergency or that of a family member (as defined by FMLA statutes).

III. Responsibility

The responsibility for managing the Leave Bank will be located within the Department of Employee Relations (ER) and Equal Employment Opportunity (EEO), Office of Talent Management. Employee Relations and EEO will date stamp and review all requests to include: enrollment, donor forms, and recipient forms for eligibility and verification purposes as defined within this policy. If the employee (member) does not meet the criteria as set forth by the guidelines of this document, the Department of Employee Relations and EEO will return the form to the employee along with an
explanation of denial within five (5) business days of its original receipt. The Department of Employee Relations and EEO will maintain a database (shared file log) of all Bank histories and allocations.

IV. Eligibility

To become an eligible member of the HU Non Faculty Leave Bank you must meet all of the following requirements:

- Be a current full-time non-faculty staff employee (member);
- Employee (Member) has completed one (1) year of continuous HU service;
- Employee (Member) must complete Leave Bank enrollment form along with the required initial donation of a minimum of eight (8) hours of annual leave to the Bank.
- Employee (Member) must renew membership annually with subsequent donations of a minimum of 8 hours of annual leave.

Eligibility for participation in the Bank will discontinue upon termination of employment, failure to donate required minimum leave hours as noted above, or any other reason approved by the Office of the General Counsel.

V. Enrollment

Employees desiring to become members of the Leave Bank must complete Howard University’s Leave Bank Enrollment form during the designated “Open Enrollment” period, as determined by the Assistant Vice President, Office of Talent Management. The “Open Enrollment” period will run for thirty (30) calendar days. A single donation of eight (8) hours of annual leave grants the donating employees a one (1) year membership within the Leave Bank. At the end of the individual one (1) year membership, the Bank member must re-enroll during the designated “Open Enrollment Period.”

New enrollees must serve a 30-day waiting period to become eligible to initiate an application as a recipient for donated leave from the Leave Bank.

VI. Donations

Employees will be given an annual opportunity to donate accrued annual leave to the Leave Bank during the designated “Open Enrollment Period.” All Bank members must fill out the Leave Bank Donation and Authorization Form. Verification of annual leave balances and authorization to transfer donated annual leave must be signed by the employee (member) and respective Approving Authority.
Donations to the Leave Bank must be in increments of one day (8 hours). Once annual leave has been donated to the Leave Bank, it cannot be restored to the donating employee.

Employees may not designate a particular employee to receive their donated leave.

The Leave Year (LY) is January 1 through December 31 of any given year. Use or Lose donations are permissible after November 1st of the respective LY; or as designated by the Assistant Vice President, Office of Talent Management (AVP/OTM). Employees (members) donating use or lose annual leave must complete the “Use or Lose” section of the Leave Bank Donation and Authorization Form. There is no maximum amount of use or lose hours that may be donated by an employee (member) under this category.

In the event that the Leave Bank falls under 320 donated hours, the AVP/OTM may authorize a special donation period for up to thirty (30) days to replenish the bank. During this period, members may donate a minimum of 8 hours up to a maximum of eighty (40) hours/five (5) days of annual leave.

Donations made to the Leave Bank during the LY will be carried over to the next fiscal year.

VII. Withdrawals

To make a withdrawal from the Leave Bank, an employee (member) must be an active member of the Leave Bank and have obtained approval for leave from the Department of Employee Relations and EEO under the Family and Medical Leave Act (FMLA) as determined by federal, state and local statutes.

An employee (member) must fill out and submit the Leave Bank Recipient Form as required. This form must be authorized by the Approving Authority of the requesting employee’s (member’s) department. Requests for withdrawal must be made by the employee (member) no later than five (5) business days after all accrued leave (annual/sick) has been exhausted.

All forms for withdrawals from the Leave Bank must be forwarded to the Department of Employee Relations and EEO for processing, review, and approval.
The Department of Employee Relations and EEO will render a written decision to the employee within five (5) business days of receipt of the request.

The maximum amount per employee (member) withdrawal from the Leave Bank will not exceed 40 hours for each 8 hours donated in the LY; with a maximum life-time withdrawal of three hundred and twenty (320) donated annual leave hours from the Leave Bank.

Approval of leave from the Bank is discretionary. Leave may be denied for any reason that is not illegal or unconstitutional.

VIII. Appeal

If an employee’s Leave Bank request is denied at any step of the procedure, for any reason, the employee may appeal that determination within 14 calendar days of the date of the denial by submitting a Leave Bank Appeal Form to the Assistant Vice President, Office of Talent Management (AVP/OTM) for consideration. The appeal should include the reason(s) the denial should be reconsidered and may be accompanied by supporting documentation.

Within 14 calendar days of receipt of the request for appeal, the AVP/OTM shall issue a written decision granting or denying the request for withdrawal from the Leave Bank. A copy of the determination shall be forwarded to the employee’s Appointing Authority. The decision rendered by the AVP/OTM is final, and there is no further appeal.

Participation in the Leave Bank is a privilege and not a right. This policy is a guideline for the operation of the Leave Bank and is not a contract or promise. Rules of operation for the Leave Bank may be changed at any time and may take place without advance notice.

Questions concerning any aspect of the operation of this program must be directed to the Director of Employee Relations and EEO, Office of Talent Management, on 202-806-5396.