

Vacation Donation

What you need to know:

- Only vacation hours may be donated
- Recipient may use donated time to care for own or immediate family member's **life threatening injury or illness**; birth, adoption, or foster care placement; death of an immediate family member
- Recipient must have a regular appointment
- Donor must have a minimum balance of 80 hours of vacation after donation is made
- Donations may only be made within our college
- Recipient may use up to four weeks (or 160 hours) of donated time; maximum exceptions require approval from the dean and OHR
- All paid leave must be used up before donated time is allowed to be transferred to recipient's leave balance
- Donations cannot be paid from a research project
- Unused donated vacation hours may not be returned to the donor
- Recipient is not allowed to solicit co-workers for donations
- Donor completes the [Vacation Donation Donor Agreement](#), and recipient completes the [Vacation Donation Recipient Agreement](#)

Contact Kate Lobley at 614-292-2399 or lobley.82@osu.edu with questions, or if an employee in your unit may need a vacation donation or would like to donate some of her/his vacation hours.

Good resources: Paid Leave Programs, policy 6.27; Paid Leave Programs Frequently Asked Questions



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES