



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
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Payroll Letter 693

October 27, 1995

To: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

From: Robert L. Cruse, State Payroll Administrator

Subject: Leave Donation Program

With the passage of Senate Bill 99, a new benefit program, the Leave Donation Program, has been established and will be effective the pay period which includes October 25, 1995 (Pay Period Ending October 28, 1995 for bi-weekly delayed payrolls). This program provides employees with the opportunity to donate a minimum of eight (8) hours of any leave to another employee under the same appointing authority who is eligible to receive sick leave. The employee receiving the donated leave must not have any leave balance prior to the donation and must have applied for any other applicable benefit program offered by the state. Once the agency has determined that an employee is eligible to receive donated leave, employee(s) wishing to donate leave must complete a copy of the attached form. The form should be kept in the agency's files and should not be forwarded to DAS. Donated leave will be treated as if it were sick leave. An employee using donated leave will receive all benefits as if the employee was in active pay status such as the accrual of leaves, step increases, longevity increases, etc. Please note however, that employees using donated leave who are serving an original or promotional probationary period will not have their service credited towards the completion of their probationary period upon return to work.

Donated Leave may be used during the waiting period for any applicable benefits programs offered by the state. However, once the benefit is approved, donated leave may not be used to supplement the benefit. When donated leave is being used during a disability pending, the leave is to be restored to the employee's donated leave balance when the disability is approved as it is when using any other type of leave. Once the disability leave benefit is approved, the employee cannot use donated leave

to supplement the disability payment. The restored donated leave from the disability pending will remain in the employee's balance and may be used at another time when the employee meets the eligibility requirements to participate in the Leave Donation Program.

To post leave donated by an employee(s), the payroll officer would use any of the following codes and write them on the Payroll Disbursements Journal:

Compensatory time donated	CD8	8 hours donated
Sick Leave donated	SD30	30 hours donated
Vacation Leave donated	VD22	22 hours donated
Personal Leave donated	PD20	20 hours donated

Any of the above codes will reduce the employee(s)' appropriate balance(s) and must be posted for each employee donating leave. Please note that when sick leave is donated, it will be taken from the leave balances in the following order: new sick leave, sick leave and then old sick leave. If there are not enough hours to satisfy the donated leave posted, the available hours will be reduced from the employee's balance.

To post leave donated to an employee, the payroll officer would use the following code and write it on the Payroll Disbursements Journal:

Donated Leave Accrual	DL80	80 hours donated
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The **total** hours donated must be posted to the donated leave balance. The donated leave may be used the same pay period it is posted to the employee's donated leave balance.

This leave balance can only be used. It will not be paid during December Conversion or at separation.

To post usage of leave donated, the payroll officer would use the following code and write it on the Payroll Disbursements Journal:

Donated Leave Used	D80	80 hours used
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A copy of the rules for this program are attached.

RLC/bc

Attachments (2)

Follow this link to obtain a copy of the [Leave Donation Program -- Donor Application Form \(ADM #4257\)\(PDF\)](#) [Filesize=13.9KB].

Follow this link to view [Ohio Administrative Rule 123:1-46-05](#), Leave Donation Program.