



**UUP**  
Sent by: Corinne Burns/Affl

02/08/2011 02:00 PM

To

cc

bcc F.Jason Torre/Lib

Subject Solicitation for leave donations - IMPORTANT

*UUP is happy to pass along this request for Leave Donations for Prof. Christa Erickson. Your help will be appreciated.*

Dear Colleagues:

I am writing to solicit annual leave donations on behalf of one of our colleagues, Prof. Christa Erickson, Associate Professor in the Department of Art and Director of the Consortium for Digital Arts Technology, who, due to an extended sick leave will soon exhaust all of her sick leave accruals and wishes to participate in the Leave Donation Program. Would you kindly circulate this announcement to all State employees in your area who accrue annual leave, including those in Management Confidential, UUP professionals and 12-month faculty, CSEA, and PEF units. In an effort to ensure that our colleague remains in full pay status and **with continued health insurance coverage**, please consider donating vacation accruals. Information on the leave donation program, along with the form that should be completed and submitted to Human Resource Services, are below. On the donation form, kindly indicate the recipient as Professor Christa Erickson.

If you have any questions, please contact either Lorraine Berry, Assistant Manager of the Time and Attendance unit of Human Resource Services via e-mail at Lorraine.Berry/Admin@SUNYSB or by phone at 2-6189, or Assistant Dean Pamela Thompson via e-mail at Pamela.Thompson/CAS@SUNYSB or by phone at 2-6996.

On behalf of our colleague, I thank you for your interest and support.

Nancy Squires,  
Dean, College of Arts and Sciences

## Faculty/Professional Leave Donation Program

### ■ [Leave Donation Program Donor Form](#)

The intent of the Leave Donation Program is to provide a means to assist employees who, because of a long term personal illness, have exhausted their leave benefits and would otherwise be subject to a severe loss of income during a continuing absence from work. The Leave Donation Program enables employees to donate **Vacation** leave credits to co-workers in order to keep them in pay status during a period of personal illness.

Employees who wish to participate as **Recipients** in the Leave Donation Program:

- Contact Human Resource Services and submit a "Leave Donation Program

Employee Recipient Application".

- Be absent due to a non-occupational, personal illness or disability for which they have submitted (and continue to submit as requested) medical documentation satisfactory to management.
- Be expected to be absent for at least two bi-weekly pay periods following exhaustion of all leave accruals. \*UUP employees must exhaust all leave benefits as provided in Sections 23.2 through 23.5 of the 2007-2011 Agreement between the State and UUP.
- Must not have had any disciplinary actions, or unsatisfactory performance evaluations within their last three years of State employment.
- There is no maximum number of days which a recipient may accept, provided that donated credits cannot be used to extend employment beyond the point it would otherwise end by operation of law, rule or regulation. Similarly, there is no maximum number of donors from whom the recipient may accept donations.

Employees who wish to participate as **Donors** in the Leave Donation Program:

- Must have a minimum vacation balance of at least ten days after making the donation.
- Donations must be made in full day (7.5 or 8 hours) units, regardless of the work schedule or FTE of the donor or the recipient.
- May not donate vacation leave that would otherwise be forfeited.

Please Note: Unused donations will be returned to the donors, with one exception, donations made across agency lines will not be returned.

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