

County of Gloucester
Human Resources Manual

CHAPTER:	6 – LEAVE TIME	ADOPTED: 3/7/06
SECTION:	13 – LEAVE DONATION	REVISED: 5/22/24

Any employee who has suffered from a catastrophic illness or injury may receive sick or vacation leave voluntarily donated by fellow employees, subject to the following conditions:

1. A catastrophic illness or injury shall be understood as a condition based on a medical prognosis, which requires a period of treatment or recuperation, as a result of which the employee is unable to work, or is expected to be out of work, for at least two months of consecutive work time or on an intermittent basis equivalent to two months work time.
2. An employee may receive donated sick leave for personal illness or injury or care for a seriously ill member of an employee's immediate family. For the purposes of this policy, immediate family shall include any relations as are deemed within the definition of family members under the NJFLA and the federal FMLA (please refer to HR 6.12, HR 6.12 Exhibit A titled “NJFLA and FMLA General Information”). In general, immediate family is defined as a parent, child, and spouse or civil union partner.
3. An employee will be eligible to receive up to 90 days of donated sick leave, provided he or she has exhausted all accrued sick, vacation, and administrative leave.
4. An employee may donate up to 5 sick days to another employee provided he or she retains a balance of at least 40 sick days. An employee may donate up to 10 days provided he or she retains a balance of 80 days, or up to 15 days with a balance of 120 days. Donated leave is deducted equitably among the donors in no more than one weekly increment at a time and is not deducted until the recipient uses the donated time.