

## **Information**

Catastrophic Shared Leave Policy

## **Effective**

January 1 2004

## **Number**

PER 4 19

## **Applicability**

This policy applies to University Staff

## **Administrative Authority**

Vice President for Human Resources

## **Responsible Unit**

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258

Email: [askhr@louisville.edu](mailto:askhr@louisville.edu)

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## **History**

Revision Date(s): July 1, 2010; October 2016; December 20, 2019; January 29, 2020 (edit links); December 1, 2021 (minor edits to emails); August 24, 2022 (minor edit); October 27, 2022; June 9, 2023; April 2, 2026 (minor revision)

Reviewed Date(s): March 9, 2016

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## **Categories**

## **Statement:**

It is the policy of the University of Louisville to promote a sense of collegiality and community among UofL staff by permitting administrators and staff employees to voluntarily contribute vacation or sick leave to fellow staff employees who would otherwise suffer a loss of regular income due to a personal or family catastrophic illness.

Employees are eligible to apply for up to 12 weeks of Catastrophic Shared Leave, after 12 months of continuous service, equivalent to Family Medical Leave eligibility.

University employees and administrators (even though administrators are not eligible to apply for leave awards) may donate their accrued sick or vacation leave to the Catastrophic Shared Leave Pool. Employees and administrators who voluntarily donate leave will not receive payment of any kind for their donation.

Living organ and bone marrow donations are considered a serious health condition, as defined by the Family and Medical Leave Act (FMLA), and therefore employees are eligible to apply for shared leave for this purpose.

## **Related Information:**

[Family and Medical Leave Policy PER 4.17](#)

## **Definitions:**

For definitions on Immediate Family Member or Serious Health Condition, please refer to the [Family and Medical Leave Policy PER 4.17](#).