



# Jefferson Science Associates

**Thomas Jefferson National Accelerator Facility**

## *Vacation Donation Program*

### *Frequently Asked Questions (FAQ's)*

#### **General Questions**

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**Q: When is the open enrollment session?**

A: The open enrollment begins on Monday, September 24, 2018 and ends on Friday, September 28 at 5:00 p.m.

**Q: Who is eligible for the Vacation Donation Program?**

A: All regular and term employees, who are scheduled to work 20 hours per week or more, have exhausted all of their sick and vacation leave and are facing a financial hardship as a result of a serious medical emergency due to the employee's illness or their eligible family member's illness, are eligible to apply for the program.

**Q: How does an employee become eligible for the Vacation Donation Program?**

A: Regular and term employees that have exhausted all of their sick and vacation leave and face a financial hardship as a result of the serious medical emergency of the employee's illness or their eligible family member's illness, are eligible to apply for the program.

**Q: Am I eligible to apply for the Vacation Donation Program for my personal illness, if I am receiving short-term disability coverage?**

A: No. Regular and term employees that are enrolled in Jefferson Lab's short-term disability program are ineligible if they are applying to use the benefit for their personal illness. Short term disability benefit provides for three months of compensation if approved.

**Q: Am I eligible to apply for the program for my eligible family member's medical emergency if I have short-term disability coverage?**

A: Yes. Employees that have short-term disability coverage are eligible for the benefit if their basis for applying is due to an eligible family member's serious medical condition.

**Q: Who is considered an eligible family member for the purpose of this program?**

A: Eligible family members include your spouse, children, parent or stepparent, sibling, grandparent or other related persons living in the household.

**Q: Does the program permit the use of intermittent leave?**

A: Yes. The employee must expect to use 80 hours of leave without pay over a consecutive ten (10) week period. Details regarding the required documentation to support the prolonged intermittent absence can be found online.



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**Q: Are there tax implications to either the employee donating or receiving the donated vacation?**

A: There is no tax impact for employees donating vacation. It is simply a reduction of their available vacation balance. For the employee receiving a donation, any donated time paid is considered wages. Employees that are awarded wages from the program will be taxed at approximately 38 percent and not according to their elected tax exemptions.

**Q: Will Jefferson Lab offer an open enrollment session annually for the vacation donation program?**

A: We evaluate annually with the goal to offer an annual open enrollment session as long as the program is still an approved program.

**Q: Must vacation donation always be in 4-hour increments during the open enrollment period?**

A: Yes. The on-line enrollment system will only accept donations made in 4-hour increments.

**Q: Can I donate sick leave to the program?**

A: No. Sick leave is ineligible. The program only permits the donation of vacation hours.

**Q: Does the vacation donation program allow for retroactivity?**

A: No; the benefit is available real-time and there is no retroactive period of donated vacation leave.

## Leave Donation

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**Q: How may an employee donate accrued vacation time?**

A: An employee may donate vacation leave during the defined open enrollment period via the on-line system.

**Q: What happens to the donated hours once the open enrollment session closes?**

A: Any approved donated hours are subtracted from the donating employee's vacation leave balance. The donated hours are kept in a centralized vacation bank until an eligible employee applies for the program. If approved, the employee would then receive donated vacation time in a subsequent check.

**Q: Will I know who received the donated hours?**

A: No. Use of donated hours is anonymous to keep the beneficiary's medical situation confidential.

**Q: Can I revoke my election to donate hours once the open enrollment session closes?**

A: No. Once the open enrollment session closes all donated vacation hours are irrevocable.



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**Q: How many times can I enter the system to make elections/ changes during the open enrollment session?**

**A:** During the open enrollment session, employees can enter the system and make elections/ changes as many times as they wish. The last election made before the open enrollment session closes will be the final accepted donation of hours.



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**Q: Are there limits to the amount of leave an employee may donate?**

A: Yes. Employees must maintain a vacation balance of 80 hours. Any hours in excess of 80 hours may be donated in increments of 4 hours.

**Q: Can I donate leave to a specific person?**

A: No. Leave cannot be designated to an individual but is donated to a centralized vacation bank for the benefit of all eligible employees.

**Q: What are the maximum vacation leave hours that can be donated by all employees?**

A: The maximum vacation leave that can be donated is 2400 hours.

### Request for Donated Leave

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**Q: How does an employee request donated leave from the centralized bank?**

A: The request leave form is available on-line via the Human Resources website by clicking on the Vacation Donation Program button.

**Q: What constitutes a medical emergency under the guidelines of the program?**

A: The employee's absence from work for themselves or an eligible family member's catastrophic and debilitating illness, which results in a non-occupational substantial loss of pay to the employee because the employee has exhausted all paid leave apart from the vacation donation program.

**Q: What increments of time can the donated leave be taken by the recipient?**

A: Donated vacation leave hours can be taken in 1 hour increments only.

**Q: At what rate of pay will the hours be paid to the recipient?**

A: The recipient will receive the hours at his or her own hourly rate of pay in effect at the time they are approved for the program.

**Q: Is the leave recipient eligible to receive TIAA-CREF contributions from Jefferson Lab while receiving benefits from the program?**

A: No. The employee will not receive any employer contributions on wages received from this program.

**Q: What is the maximum amount of donated vacation hours an employee can receive?**

A: An employee may receive up to six weeks (240hrs) of donated vacation within a rolling year (any period of 12 consecutive months).



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**Q: Will I continue to accrue sick and vacation leave while receiving benefits from this program?**

A: That depends. If you are out on a continuous leave and not charging any work hours while receiving wages from this program, you will not accrue sick or vacation leave. If you were approved for intermittent leave you will receive a proportional amount of sick and vacation leave, based on hours worked.

**Q: What happens if I return to work before I've used the granted leave?**

A: The unused leave is forfeited and returned to the centralized vacation bank.

**Q: If I'm receiving benefits under the Family Medical Leave Act, how are those benefits affected?**

A: The leave will run concurrently with benefits under the Family Medical Leave Act (FMLA).

**Q: Is there any difference in the vacation donation leave granted if I am classified as regular or term part-time employee?**

A: Part-time employees' leave will be granted at a proportionate rate according to their work schedule. For example: If a part-time employee, up to 120 hours may be granted. (Half of the total benefit of 240 hours)

**Q: How will I receive compensation from the donated leave program?**

A: Approved employees will receive a separate check for compensation approved from the donated vacation leave. The wages will be paid according to the regular paycheck schedule.

**Q: Will I receive a physical check while receiving wages from donated leave?**

A: Payments will be paid in accordance with the employees' current selection for payment (i.e. direct deposit).