

BENEVOLENT ASSOCIATION

POLICY NUMBER: ADM-BENEVASSOC

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 6/7/18

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS FOUR (4) YEARS – 6/13/2026

SUPERSEDES POLICY: LEAVE DONATION

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

The Benevolent Association is a self-governed, consolidated charitable organization providing relief to eligible faculty and staff who are facing an emergency. Help may be provided in the form of additional sick hours or financial aid.

An employee may donate sick and/or vacation time to the Benevolent Association time bank. Hours donated are tracked by Human Resources as contributions to the Benevolent Association time bank. An employee may also donate money that is tracked by Human Resources and deposited in a Foundation account for use by the Benevolent Association.

Time or monetary donations are made to a time bank or charitable fund. Such donations may not be designated for a particular individual.

An employee in need of assistance must complete a Benevolent Association Application form, submitting the completed form to the Benevolent Administrator. The Benevolent Administrator de-identifies the application information and provides it to the Emergency Approval Committee. Based on the information provided, the Emergency Approval Committee approves or denies, in whole or in part, the request for assistance. The employee is advised of the Committee's decision and, if approved, the amount of time or financial assistance is provided.

If approved, an employee may receive no more than six (6) weeks of time from the Benevolent Association time bank and no more than \$1,000 from the Benevolent Association charitable fund. Financial awards are paid directly to the party to whom money is due; it is not paid to the employee directly.

It should be noted that while employee identifying information is removed when sent to the Committee, repeat requests are noted. While repeat requests are acceptable (if made more than twelve (12) months apart), the Committee carefully considers such situations.

TIME DONATIONS

Faculty or staff may donate up to ten (10) days of sick and/or vacation time to the Benevolent Association in a calendar year. This is an irrevocable election and the donor's hours of accrued sick and/or vacation will be permanently reduced based on the donation. An employee participating in the Kentucky Employees Retirement System (KERS) with a participation date prior to January 1, 2014, should understand that donating sick time will reduce sick time used in determination of eligibility for retirement and/or calculation of the donor's monthly retirement benefit.

An employee's Benevolent Association time donation and transfer of vacation to sick time for personal use (refer to [Vacation](#) policy) may not exceed fifteen (15) days in a calendar year.

TIME AWARDS

Employees receiving an award of time are notified of the award by the Benevolent Administrator. The email notification indicates the number of hours awarded. The Benevolent Administrator works with Payroll to move the awarded number of hours from the Benevolent Sick Time bank to the employee's sick time record. The time award is paid at the recipient's rate of pay (not at the donor's rate of pay). Any remaining unused benevolent time in the recipient's time bank is returned to the Benevolent Sick Time bank.

II. ENTITIES AFFECTED

Faculty and staff

III. COMMITTEE

The Benevolent Association is operated by two separate committees: the Benevolent Association Fundraising Committee and the Emergency Approval Committee. The Fundraising Committee consists of faculty and staff volunteers who raise awareness of the committee and gather donations, both sick time and monetary. The Emergency Approval Committee is a small group of faculty and staff selected to review and approve/deny the anonymous applications for assistance.

IV. PROCEDURES

For detailed procedures, see the [Benevolent Association website](#).

V. REPORTING REQUIREMENTS

The **Benevolent Administrator** is responsible for tracking time donations on an annual basis. Time and monetary donations are reported to the campus on the Benevolent Association website annually during the first quarter.

The **Payroll Department** is responsible for the actual transfer of sick and/or vacation time from an employee's record to the Benevolent Association time bank. The Payroll Department is also responsible for the transfer of time from the Benevolent Association time bank to an applicant with an approved sick time award as directed by the Benevolent Administrator.

The **Human Resources Leave Administrator** works with the employee, the employee's time administrator, and the employee's manager on coding Benevolent time used for absences.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review/Minor Edits – Replaced “Director of Benefits” with “Benevolent Administrator”	June 13, 2022
Revision	June 7, 2018
Replaces Leave Donation policy	

BENEVOLENT ASSOCIATION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature



Date 6/7/18

Gerard St. Amand

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 9/12/18.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
 - The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature



Date

9.18.18

Benjamin Jager