

## **Compassionate Donation Guidelines for Employees**

### **Handling the Issue of Privacy**

Below are guidelines to follow when asking employees to consider making a compassionate donation to another employee in need. The purpose of the program is to provide a method to donate some of your annual leave or earned time to a University employee in need.

1. Use language that protects the employee's privacy. The federal HIPAA\* law protects the privacy of an individual's personal identifiable health information. This means that employees who go on medical leave are protected by confidentiality to prevent the nature of their or their family's medical condition from being disclosed. Oftentimes employees share their medical situation (or that of their family) with others, which is their prerogative. While it is understood that managers/supervisors and colleagues have the best interest of the affected employee in mind, it is important to recognize the need to balance good will with good judgment, respect and discretion when handling medical issues.
2. Be sure the employee on medical leave *wishes* to receive compassionate donations. It is the employee's decision whether to request compassionate donations. Part of the eligibility process is to complete the [Compassionate Donation Receiver Form](#).
3. Suggesting that others make a compassionate donation is to be done by word of mouth rather than via email. Emails, announcements at staff meetings, and other methods of communication about the specifics of employees (or their families') medical conditions are unlawful as well as inappropriate. All compassionate donation must be given voluntarily and anonymously, to avoid a sense of peer pressure. No employee may be coerced, threatened, intimidated, or financially induced into compassionate donation. Supervisors should avoid any appearance of soliciting leave from subordinates for transfer. Compassionate donation will remain anonymous to the receiver.
4. The donor needs to name a specific individual to whom they'd like to donate time and will need to complete the [Compassionate Donation Donor Form](#).

Some other program information: Through the Compassionate Donation program, an eligible employee may receive payment for up to 20 days (pro-rated if less than 100%-time appointment).

Upon return to work, the employee may be eligible to receive Compassionate Donation up to 30 calendar days after his or her return to work (HR needs to receive the Donor form within the 30 calendar days).

Please visit the Policies section of the [HR website](#) for further details on Compassionate Donation procedure.

\*HIPAA = federal Health Insurance Portability and Accountability Act