



Kean University | Office of Human Resources

DONATED LEAVE PROGRAM



Medical Certification Requirements

The Donated Leave Program permits Kean University employees to voluntarily donate a portion of their earned sick and/or vacation time to other employees who are approved donated leave recipients. An employee can apply for the donated leave program if he/she

Either:

- i. Suffers from a catastrophic health condition or injury;
- ii. Is needed to provide care to a member of the employee's immediate family who is suffering from a catastrophic health condition or injury; or
- iii. Requires absence from work due to the donation of an organ (which shall include, for example, the donation of bone marrow).

With respect to an employee, a "catastrophic health condition or injury" is either:

- i. A life-threatening condition or combination of conditions; or
- ii. A period of disability required by his or her mental or physical health or the health of the employee's fetus which requires the care of a physician who provides a medical verification of the need for the employee's absence from work for 60 or more work days.

With respect to an employee's immediate family member, a "catastrophic health condition or injury" is either:

- i. A life-threatening condition or combination of conditions; or
- ii. A period of disability required by his or her mental or physical health which requires the care of a physician who provides a medical verification of the need for the family member's care by the employee for 60 or more work days.

Your doctor or your family member's doctor will be required to provide medical documentation sufficient to substantiate a catastrophic health condition or injury.

Additionally, in order to be eligible to be a donated leave recipient, employees must first exhaust their earned leave time, and meet all other eligibility criteria.

For further details including other eligibility criteria, you may visit the [NJ Donated Leave site here](#).

Questions? Please contact Lorice Thompson-Greer at lgreer@kean.edu or by phone at 908-737-3309