

SPF Leave Donation and Acceptance Policy FAQ

- Will donated days in the Community Leave Bank expire at the end of the fiscal year or do the donated days accumulate year to year?
 - **The donation time accumulates.**
- Is there a limit to the number of days stored in the Community Leave Bank?
 - **No**
- Who can solicit donations from the campus?
 - **Employees can ask HR to solicit donations from the campus.**
- Can I donate or receive half days or a few hours of SPF time to the bank?
 - **No, donating or receiving SPF time from the bank must be in full day increments.**
- Is a donation to the Community Leave Bank irrevocable?
 - **Yes.**
- Are exempt employees able to donate vacation time to the SPF bank for non-exempt staff to request?
 - **No.**