

Vacation Donation Program FAQ

What is the process for donating vacation time?

- Between July 1 and August 15 each year, employees can log into HCM (hcm.case.edu) and navigate from the Employee Self Service page to the Payroll tile; then select Vacation Donation from the left-side navigation bar. Only vacation time that has already been earned is eligible to be donated and donations must be in full-day increments. Employees wishing to participate can donate a minimum of one day and a maximum of up to 50% of their annual vacation time accrual.

Who will be able to use the time I donate?

- Executive staff, senior staff, or staff employees who are also employed within your school/management center.

Who is eligible to donate?

- Executive staff, senior staff, and staff employees are able to donate to the Vacation Donation Bank.

Are faculty eligible to donate?

- No. Donations can only come from executive staff, senior staff, or staff employees.

I will be losing vacation time at the end of the fiscal year (June 30). Can I donate this time?

- No. The Vacation Donation Bank is open to accept donations between July 1 and August 15 each year. Unused vacation time from the prior fiscal year will be lost before it is able to be donated.

Where does my donated time go?

- Each school/management center has their own Vacation Donation Bank that employees within that school/management center can donate to and pull from. CWRU is divided into the following school/management centers:
 1. University General
 2. Case School of Engineering
 3. College of Arts and Sciences
 4. Frances Payne Bolton School of Nursing
 5. Jack, Joseph and Morton Mandel School of Applied Social Sciences
 6. School of Dental Medicine
 7. School of Law
 8. School of Medicine
 9. Weatherhead School of Management

I would like to donate time to my colleague. Can I donate time specifically for them?

- No. The donor may only donate to their respective school/management center's Vacation Donation Bank and may not donate to a specific person.

How much time can I donate?

- Participants will need to donate a minimum of one full day and may donate a maximum of 50% of their annual vacation time accrual, providing the vacation time has already been accrued.

When will the time I donate be reflected in my vacation balance?

- The donor's reduced available vacation time will be reflected in HCM after the monthly accrual run. For example, time donated in August will be reflected when August's time downloads in HCM during the first week of September.

What is the deadline for donating vacation time?

- The Vacation Donation Bank is open to accept donations between July 1 and August 15 each year.

Can I donate my sick time?

- The university does not allow donation of sick time. Employees may only donate vacation time.

Can I be compensated for donating vacation time?

- No. All donations to the Vacation Donation Bank are strictly voluntary. Donors are not compensated for any donated vacation time.

Will anyone know I have donated vacation time?

- No. Donation and receipt of vacation time is confidential.

I donated vacation time but I have changed my mind. Can I take the vacation time back?

- No. Once donations are made to the Vacation Donation Bank they cannot be rescinded.

I am terminating from the university. Can I donate my unused vacation time?

- Terminating employees cannot donate unused vacation days to the Vacation Donation Bank.