



## ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
<b>September 1, 2011</b>		

### I. PURPOSE

To provide a process for employees electing to donate accrued leave time to assist another employee who has exhausted all accrued, paid leave that is in need of additional paid time off for a serious health condition or to care for an eligible family member with a serious health condition.

### II. POLICY

The City is committed to assisting employees who are unable to work. This policy allows employees to assist each other by donating leave when an employee has exhausted their accrued, paid leave to a qualified medical leave.

### III. ELIGIBILITY TO RECEIVE DONATED LEAVE

- A. The following categories of employees are eligible to receive donated leave, provided that the employees receiving the donated leave:
1. Will be absent for five (5) or more consecutive work days (40 consecutive work hours, 56 consecutive work hours for Fire suppression personnel).
  2. The employee or the family member the employee is caring for has a serious health condition as defined by the Family and Medical Leave Act (verified by a Certification of Health Care Provider Form submitted to Human Resources). (See Family and Medical Leave 2.01-7C Administrative Directive).
  3. The employee has exhausted all accrued, paid leave (including Sick Leave, Vacation Leave, Personal Leave and Compensatory Time).
  4. Permanent or appointed full-time employees
  5. Permanent or appointed part-time employees who work twenty (20) hours or more each week.
  6. Probationary employees in both of the above categories may receive a maximum of 10 days of donated leave.
- B. An employee cannot receive donated leave which would result in a leave exceeding more than twelve (12) months in a twenty-four (24) month period.
- C. The employee requesting donated leave must complete and submit the Request for Donated Leave form included in the medical leave notification packet to Human Resources.



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- D. Employees may not receive donated leave while receiving long-term disability benefits. (See Employee Insurance Benefit Plans).
- E. Employees may not receive donated leave for work-related injuries.

#### **IV. TRANSFER OF SICK AND VACATION LEAVE TO ANOTHER EMPLOYEE FOR USE AS SICK LEAVE**

- A. When approved by the Human Resources Director or designee, an eligible permanent classified employee may use the Sick or Vacation time donated by other city employees as Sick Leave. Requests to receive donated leave will be submitted to the Human Resources Leave Administrator and shall include a completed Certification of Health Care Provider Form verifying the need for leave, if not previously submitted. With the permission of the employee requesting donated leave, Human Resources will publish the requesting employee's name, employee ID number, and department, on the city intranet. The donated time must be used as Sick Leave and will not be made available for use until the employee has exhausted all accumulated paid leave including Vacation Leave, Sick Leave, Personal Leave and Compensatory Time.
- B. Any permanent employee may donate Sick Leave or Vacation Leave to another permanent employee who has no accrued Sick Leave and Vacation Leave and is otherwise eligible to receive donated leave. The leave donated will remain confidential and the names of donors will not be provided to the recipient.
- C. An employee retiring with 30 days or less (240 hours or less) of Sick Leave may donate his/her Sick Leave to other employee(s) provided the employee(s) are approved for use of donated leave. All other terminating employees may not transfer Sick Leave to another employee.
- D. In the case of an employee with an emergency, catastrophic need for donated leave, who has otherwise qualified for donated leave, the employee may be allowed to return to work on an intermittent basis and continue receiving donated leave to cover qualified, full-day absences intermittently, without having to re-qualify for receipt of donated leave.
- E. The recipient must use the transferred Sick or Vacation time as Sick Leave.
- F. To donate Sick or Vacation Leave to a qualified recipient, the donor/employee must complete a Confidential Request to Donate Leave Form and submit it to the Human Resources Department.

All authorizations to transfer Sick or Vacation Leave shall be handled by the Human Resources Department, except for donations between City Court employees donating leave to a qualified recipient who is also employed by City Court, and shall remain confidential.



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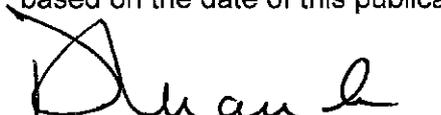
- G. Transfer of Sick or Vacation Leave shall be donated and used in whole day increments based on the recipient's regularly scheduled workday. The leave shall not be deducted from the donor's leave record until actually used by the recipient. The leave shall not be recorded as Sick or Vacation Leave used by the donor, but will be shown as transferred leave. The leave will be shown as donated Sick Leave used by the recipient. Leave transfers may not be made retroactively more than one (1) pay period.
- H. Except for donation by retiring employees, Sick or Vacation Leave time shall be deducted only one day at a time from each donor in the order that authorizations are received. (For example, if the first authorization received is a donation of two days time, the second day authorized will not be used until one day has been transferred from the leave of all other employees who have authorized a transfer).
- I. Transfers of Sick or Vacation Leave time under this provision will be made only for the period during which the need exists, as verified by the Certification of the Health Care Provider Form.
- J. Under circumstances deemed by the City Manager as exceptional, donation of Sick Leave to probationary employees, not to exceed ten (10) days, may be permitted. The appointing authority must request that the donation be allowed and the City Manager must concur that the circumstances are exceptional.
- K. Employees receiving donated leave on a continuous leave basis will not accrue Sick or Vacation Leave.

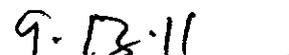
**Forms** – May be obtained in Human Resources. Medical Leave Certification Form  
Request for Donated Leave  
Request to Donate Leave

**References** (for a complete list of all references for the entire AD Leaves series, please see AD 2.01-7)  
2.01-7 Employee Leaves  
2.01-7A Vacation Leave  
2.01-7B Sick Leave  
2.01-7C Family and Medical Leave (FML)  
2.01-7D All Medical Leaves and Parental Leave  
2.01-7F Leaves Without Pay  
Employee Insurance Benefit Plans

**Review Responsibility and Frequency** The Director of Human Resources will review this directive annually based on the date of this publication.

**Authorized**

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date