

## EXHIBIT "A"

### **LEAVE DONATION PROCESS FOR ELIGIBLE EMPLOYEE JAMIE MEWHINNEY**

#### **Definitions.**

(1) "Eligible employee" means any person who is designated to be the recipient of donated leave who is a full-time or permanent part-time employee, but not including part-time or seasonal employees of the City.

(2) "Leave" means accrued sick time.

(3) "Serious illness" means a terminal illness, or the like, where it is anticipated that the eligible employee will require an extended leave of absence.

(4) "Immediate family" means a spouse, parent, child, grandparent or any minor under the eligible employee's legal guardianship.

#### **Eligibility Requirements for Recipient and Donor.**

(1) With prior approval of the Mayor, an eligible employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period, but in no event shall donated leave exceed four hundred eighty (480) hours within any twelve month period if:

A. The eligible employee who is to receive donated sick leave or a member of the eligible employee's immediate family has a serious illness; and

B. Has no accrued leave or will exhaust all accrued leave during the pay period the leave is to be donated; and

C. Has not been approved to receive any other benefits; and

D. Has applied for, any paid leave, workers' compensation or other benefits program (e.g., disability benefits) for which the employee is eligible. An eligible employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits, when applicable. After the waiting period, donated leave may be used up to an amount equal to the benefit for which the eligible employee applied, (e.g., seventy percent (70%) for disability leave benefits) while the eligible employee's application is pending approval; and

E. Has submitted documentation from a licensed health care provider certifying the serious illness.

F. Has no active discipline regarding excessive use of sick leave, abuse of sick leave, unauthorized leave or a pattern of sick leave abuse.

(2) An employee may donate leave if the donating employee:

A. Voluntarily elects to donate leave and understands that donated leave will not be returned; and

B. Donates only in eight hours increments; and

C. Retains a sick leave balance of at least eighty hours; leave shall be donated in the same manner in which it would otherwise be used (i.e., sick leave donated for sick leave).

### **Miscellaneous.**

(1) Donated sick leave will be treated as sick leave.

(2) Eligible employees using donated leave will receive all benefits as if the eligible employee was in an active pay status such as accrual of leaves and/or longevity increases.

(3) Eligible employees using donated leave who are serving an original or promotional probationary period will not have his/her service credited towards the completion of his/her probationary period upon his/her return to work.

(4) Donated leave cannot be used to supplement a paid benefit program.

(5) Any employee donating leave cannot donate more than the number of hours usually worked during a pay period by the eligible employee receiving the leave MINUS the leave hours used by the eligible employee receiving the leave to reach a zero balance during the pay period, which is required for the eligible employee to receive the donated leave.

(6) Sick leave shall not be donated by an employee retiring or terminating their employment with the City.

(7) Donated sick leave will be deducted and credited in the order of receipt of written authorization.

(8) Donated sick leave will be deducted and credited until such time as a full duty release is received by the eligible employee or until exhausted, whichever occurs first.

(9) No adjustment in rates of pay shall be made for the donated sick leave.

(10) Any sick leave donated for the benefit of the eligible employee may be utilized by the eligible employee consistent with the sick leave provisions of the City of Brecksville.

### **Donation Procedure.**

(1) Upon receipt of the Donor Application Form, the Human Resource Specialist should date and time stamp the document and confirm eligibility requirements.

(2) If the eligible employee meets the requirements, the Human Resource Specialist should maintain a list of employee names and amounts of leave donated. The Human

Resource Specialist should provide a list of donations to occur in the pay period and provide to Payroll for processing.

(3) Any employee desiring to donate leave must complete the City's Donor Application Form, certify that the leave is donated voluntarily, and understands that the donated leave will not be returned.

(4) The eligible employee's time card must contain a comment of "DL" for the number of hours donated and used each pay period.

# DONOR APPLICATION FORM

## **I. DONOR INFORMATION**

Donating Employee: \_\_\_\_\_

Department: \_\_\_\_\_

## **II. PERSON TO RECEIVE LEAVE**

Person to Receive Leave: \_\_\_\_\_

Department: \_\_\_\_\_

## **III. CERTIFICATION**

I hereby certify that this request is made voluntarily. I was not coerced, intimidated or financially induced into donating leave. By signing I hereby relinquish all rights to the leave shown above and the benefits accruing to or attached to the same. I understand that the donation of leave is irrevocable and irreversible and that no leave will be refunded to me. I certify that I will have a remaining balance of 80 hours or more of sick leave after making this donation.

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

### For Human Resource Specialist Use Only

Current Accrued but Unused Hours: \_\_\_\_\_

Amount of Hours Donated: \_\_\_\_\_ (Total must equal a minimum of 8 hours)

Hours Remaining After Donation: \_\_\_\_\_