



## Deschutes County Administrative Policy No. HR-13

Effective Date: September 24, 2008

Revision Date:

# EMPLOYEE LEAVE DONATION

### STATEMENT OF POLICY

It is the policy of Deschutes County to allow employees to voluntarily donate time management leave, vacation leave, or compensatory time to other employees who are out of leave due to an Oregon Family Leave Act (OFLA) / Family Medical Leave Act (FMLA) qualifying event. Employees are eligible for Employee Leave Donation only after all other paid leave options have been exhausted.

### APPLICABILITY

This policy applies to all regular County employees who accrue leave and have completed their initial probationary period.

### POLICY AND PROCEDURE

#### **General**

To be eligible to receive donated leave, an employee must have been approved for OFLA/FMLA leave. OFLA/FMLA requires that the employee or employee's immediate family member have a serious and extended illness or injury (immediate family member and serious/extended illness are defined in the County's OFLA/FMLA policy).

#### **Procedure**

##### Eligibility for Employee to Receive Donated Leave

An employee interested in leave donation shall contact the Human Resources Department. The Human Resources Department will determine whether an employee is eligible for donated leave. A physician's statement may be requested of the employee requesting donated leave. The employee requesting the donated leave must first use (or plan to use and have available) 40 hours of paid leave and then exhaust all available paid leave including time management, sick leave (if applicable), floating holidays, and compensatory time.

If an employee does not have a minimum of 40 hours of paid leave accrued (when the leave is requested), they are not eligible for the donated leave program. The County Administrator may waive the 40 hour requirement in unusual circumstances where an employee falls below 40 hours of leave due to one occurrence of OFLA/FMLA leave and does not have sufficient time to build up his/her leave bank before another occurrence of OFLA/FMLA leave.

Employees with a serious and extended illness are encouraged to apply for long-term disability if the illness is expected to last for several months. An employee using donated leave will continue to accrue benefits and leave time, but must exhaust all leave as accrued.

### Eligibility for an Employee to Donate Leave

Employees who would like to donate leave must have a leave balance of at least 80 hours remaining (this includes all types of leave (with the exception of sick bank hours or the floating holiday)) after the donation. Part-time employees must have a minimum prorated balance (for example, an employee working as a 0.5 FTE would need 40 hours).

### Donating Leave

The Human Resources Department will administer the leave donations. Solicitations by department heads, supervisors, or co-workers are not permitted. Once an employee receives approval to use donated leave, the Human Resources Department will send out a notice to County employees of the request for donated leave. The notice will include the name and department of the employee requesting the leave.

Donated leave shall only include time management leave, vacation leave, and compensatory time. It shall not include sick leave or the floating holiday. To donate leave, an employee must sign a release document (Leave Donation Form – available on the intranet). Donors shall remain anonymous and all contribution records shall be retained in confidential files. Donations of leave will be on an hour-for-hour basis. The minimum contribution is eight hours for full-time employees and four hours for part-time employees. Donations cannot be retroactive.

Once approved, the contributions will be placed in the recipient's leave bank in the order they were received, but only as the recipient needs leave each pay period. In the event a request is processed but the recipient does not use the leave, the leave will be restored to the donor's leave bank.

The maximum amount of donated leave that can be received by an employee in a rolling 12-month period is 480 hours (prorated for part-time employees). If the employee using donated leave is eligible for long-term disability, the employee is limited to the amount of donated leave that is required to begin long-term disability. Once on long-term disability, an employee is not eligible for any type of donated leave.

Revisions approved by the Deschutes County Board of Commissioners on \_\_\_\_\_ (date)

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Nick Lelack  
County Administrator