



MEMORANDUM

MEETING TYPE: Board of County Commissioners

MEETING DATE: Tuesday January 14, 2025

ITEM NAME: Sick Leave Donation & Authorization Request Form

SUBMITTED BY: Angela Wakeman, HR Officer

SUMMARY: Per the Sick Time Donation Form, “Once the donation has been approved and the processed transaction, will be final and cannot be changed regardless of whether the time was utilized by the receiving employee.” Additionally, the request by the employee reads “ I hereby request _____ hours of accrued and earned sick leave be deducted from my accrued balance and transferred to the employee above.”

RECOMMENDATION: Upon resignation, spencer Butler has 92.24 hours of accrued and earned sick leave, and 163.40 hours of donated sick leave. It is recommended that we donate his earned accrued sick hours equally between Elizabeth Kohler and Dan Mathews as oppose to donating hours that were originally donated to Spencer, but left unused.

I also recommend that the wording on the form be revised to state, “Once the donation has been approved and the transaction has been processed the donation will be final and cannot be reverted back to the individual who donated the time, nor can the donated hours be re-donated to another employee even if the donated sick time wasn’t utilized by the original receiving employee.”

BACKGROUND: Donated sick time is trying to be re-donated because it was not used.

BOARD ACTION TAKEN:

APPROVED

DENIED

OTHER

SIGNATURE OF THE CHAIR: _____

NOTES:

