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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: SICK LEAVE DONATION
DATE: MAY 2ND, 2024

Over my time in New Prague, we have had a few situations where employees have expressed their desire to help out their co-workers when tragedy strikes, such as a major illness or injury with a spouse or child. In these situations, the employees affected quickly burn through their own accrued leave and their fellow co-workers ask if they'd be able to donate some of their own leave to help.

In 2022, I had staff begin collecting information on what other cities in the area may do in this situation. In total, we received responses from twelve cities, some smaller than New Prague, others larger. Using information from other cities, and working with Kennedy & Graven, the attached language was drafted to create a Sick Leave Donation Bank. The proposed sick leave donation language allows staff to be supported by their co-workers during a time of economic hardship due to a medical or family emergency once all of their paid leave bank has been exhausted.

Recommendation

Staff recommend approval of the addition of Sick Leave Donation to the Personnel Policy Handbook.