

SICK LEAVE DONATION

The purpose of sick leave donation is to assist employees who face economic hardship due to a medical or family emergency that requires an employee's absence from the workplace. Full-time, regular city employees may voluntarily donate up to 5 days (40 hours) of accrued sick leave to the sick leave bank annually. Donating to the sick leave bank is voluntary. Donations will be accounted for on the basis of an hour of leave donated equals an hour received, regardless of the pay rates of the donor and the recipient. To donate sick leave, a request form must be submitted to Human Resources (we would need to create the form). Donations are irrevocable, and the donor forfeits the right to any amount of donated leave, regardless of how much of the leave donated to the sick leave bank is used.

The donor is solely responsible for any tax consequences arising from his/her donation to the sick leave bank, and while the parties do not intend that donations are taxed or subject to payroll withholdings or deductions, donors hold the City harmless from any liability whatsoever related to the employee's donation to the sick leave bank.

SICK LEAVE BANK USE REQUEST

If an employee has an event as identified herein, if all their paid leave has been exhausted and with approval of the City Administrator, the leave donation program may provide up to 160 sick hours to the impacted employee.

Donated sick time is available to be used for an employee who is eligible to use accrued sick time and has a personal illness or injury or for a family related leave of absence for a spouse, sponsored adult dependent, parent, child or child of a sponsored adult dependent living in the employee's household. For purposes of this policy, an "illness or injury" is defined as a medical condition which qualifies an employee to be placed on an official continuous FMLA leave of absence and is documented by the attending physician. A "sponsored adult dependent" is defined as someone who is not a relative of the employee, is at least 19 years of age, shares a primary residence and has lived with the employee not as a renter, boarder, tenant or employee for at least 12 months. Donated sick time may also be available for extraordinary circumstances that may or may not be health related. An employee is not eligible for donated sick time if eligible for either short or long term disability benefits.

Donated leave may only be used by the recipient for loss of scheduled work hours. The recipient will not accrue any additional paid leave benefits using donated leave. Donated leave cannot be used for severance pay, paid out in the form of cash, or used in any other manner than as stated in this policy. A recipient of donated leave is not expected to repay the donated leave.

An employee's request to receive donated leave must be in writing and submitted to the City Administrator or designee. The City Administrator retains the right to approve or deny any request based on their determination of whether the recipient is eligible under the terms of this policy and whether granting the request would be in the best interests of the City.