



PAID LEAVE DONATION POLICY

ISSUE DATE:	February 2022	REVISION DATE:	March 2022
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I. PURPOSE

The Town recognizes that employees may encounter unexpected personal emergencies that result in a need for additional time off that is in excess of available paid leave time. This policy is to address those situations when an employee may donate a portion of accrued but unused **vacation** time. This policy is strictly voluntary.

II. POLICY

Employees eligible to accrue vacation time may donate and/or receive accrued but unused vacation time in accordance with the following terms.

A recipient of donated time must exhaust all of his/her available leave time and may *not* be covered by Worker's Compensation. A recipient may initiate, or request, the donation process in anticipation of exhausting his/her accrued time. In no case may donated leave time cause a recipient to exceed 40 hours of pay (overtime) but may supplement the paycheck of a recipient up to the average of regular scheduled work hours in a typical pay period.

Reasons to Donate

1. Medical Emergency. Paid leave may be donated where the recipient has a major illness, injury or other medical condition that is life threatening and/or requires inpatient, hospice or emergency care for a prolonged period of time.
2. Family Medical Emergency. Paid leave may be donated where the recipient is providing care for an immediate family member including spouse or domestic partner, child (by birth, adoption or foster care; over 18 but unable to care for themselves because of a serious health condition) and parent (biological, foster, adoptive, stepparent, legal guardian, in-law) who has a major illness, injury or other medical condition that is life threatening and/or requires inpatient, hospice or emergency care for a prolonged period of time. A family medical emergency may also include extended time off following the death of an immediate family member.

Donation Guidelines. Donated leave time shall include accrued but unused vacation only. Employees who donate paid leave time must adhere to the following requirements:

- Donation must be made in one hour increments
- More than one employee may donate to the same recipient
- Employee's total number of donated hours cannot exceed 160 hours within a calendar year
- Employees ineligible for paid leave time may not receive donated paid leave

- Employees decision to donate may not be revoked
- A recipient may receive a maximum of 240 hours in a calendar year

Process to Donate. Employees who wish to receive accrued time or to donate accrued time to another employee must submit a letter explaining the circumstance and identifying the reason to donate or receive time and submit it to the Town Administrator. Requests to donate are subject to approval from Administration.

Conversion of Donated Hours. Donated hours of leave will be converted to the recipient rate of pay to ensure the dollar value does not negatively impact the fiscal responsibility of the Town.