



Town of Upper Marlboro Leave Donation Policy:

Policy: It is the policy of the Town of Upper Marlboro to offer full-time employees the option of donating leave to other full-time employees who are in need of leave due to medical or emergency reasons.

Purpose: To accommodate employees in need of time away from work for medical or emergency reasons who have exhausted all available paid leave.

Policy:

1. Only full-time employees who have a medical issue or an emergency can be the recipient of the leave donation. The medical issue or emergency must be that of the employee, not another person.
2. Employees who have cashed out vacation within the twelve months prior to the date of the medical issue or emergency situation are not eligible to receive donations.
3. An employee who receives a leave donation cannot be paid out for the amount of leave donated.
4. Verification of the need for leave, such as a doctor's certification or certification of emergency circumstances, is required.
5. All donations will be taken from the donor's paid personal leave balance.
6. In all cases, the recipient must have exhausted all available paid leave, or other paid leave benefits and must be in a non-paid status to receive a leave donation. In addition, the recipient must plan to return to work.
7. The recipient must have been employed by the Town of Upper Marlboro for a minimum of 90 days and not be on probationary status.
8. All leave donations are done on a voluntary basis **only**. No one is to be coerced or harassed into donating leave.
9. All leave donations must be submitted to the Town Administrator.
10. Once the leave has been donated, the leave will be transferred from the donor to the recipient and used in the next pay period.

11. Leave donations are transferred on an hour for hour basis, regardless of the donor's and recipient's hourly rate or salary.

12. Only full-time employees with greater than 80 hours of personal leave can donate leave to another full-time employee under this Policy. The donor employee must have 80 hours of personal leave after the leave donation.

13. If the employee who received a leave donation does not use the donated leave within six months of its donation, the leave will revert to the employee who donated it.

14. If an employee who receives leave does not use all the donated leave, the remaining hours of leave shall be restored to the employee who made the donation.

DRAFT



Donation of Personal Leave Request Form:

This form is to be initiated by the employee donating time to an eligible Town of Upper Marlboro employee. Appropriate approvals are required. The completed form and any requested documentation must be submitted to the Town Administrator before a donation may be approved and any donations processed.

1. Employees are required to review the Leave Donation Policy before submitting the form to the Town Administrator.
2. Employees must be in a full-time non-probationary employment classification.
3. There is no tax benefit or liability to the donor for this donated time.

Information to be Completed by Employee Donating Leave

First Name MI Last Name

Employee # Exempt Non-Exempt

Home Department Supervisor Name

Supervisor Phone Number Supervisor E-mail

Leave Balance before Donation (Hours)

I hereby voluntarily authorize _____ hours of my accrued leave to be donated to an employee:

(PRINT EMPLOYEE FULL NAME HERE)

I have read and understand the Town of Upper Marlboro Leave Donation Policy. I further understand that this is completely voluntary and cannot be revoked.

I hereby certify that after the requested leave donation I will have at least eighty (80) hours of paid leave.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

DRAFT

For Payroll Use ONLY

Approved: Yes NO

I have reviewed the employee's leave balances and affirm that he/she has sufficient leave to make this donation.

Leave Balance after Donation (Hours)

Payroll Approval

DRAFT