

CITY OF VIRGINIA
ADMINISTRATIVE POLICY
LEAVE SHARING/DONATION POLICY

1.0 Policy Statement

In an effort to promote camaraderie and goodwill among employees in the City - either as a donor or as a recipient - employees shall be allowed to donate sick leave, and vacation time to another employee.

City of Virginia recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available leave time. To address this need, all eligible employees will be allowed to donate leave time from their unused balance to a bank of leave to be used by their co-workers in need of leave time in accordance with the policy outlined below. This policy is strictly voluntary. This policy shall supersede any other agreements or policies the City may have regarding donation of leave time.

2.0 Eligibility

Employees must be employed with the City of Virginia for a minimum of one year to be eligible to donate.

3.0 Guidelines

- a. Employees who would like to make a request to receive donated leave time from their co-workers must have a situation that meets the following criteria: **Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent

- b. **Major disaster**, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

4.0 Donation of Leave Time

- a. The donation of leave time is strictly voluntary.
- b. Recipient identity will not be disclosed to donating employees.
- c. The donation of leave time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- d. Donations of leave shall directly reduce the number of hours of leave accrued and donor will not be compensated for these hours

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e.

4.0 Donation of Leave Time (Continued)

- f. Donations of leave may affect any sick leave bonus earned for the year
- g. The minimum amount that can be donated shall be eight (8) hours and the smallest increment of increase thereafter shall be one (1) hour
- h. The maximum number of Leave time hours an eligible employee may donate in one calendar year is 40 hours or no more than 50 percent of the employee's current balance.
- i. Employees cannot borrow against future leave time to donate.
- j. Employees who are currently on an approved leave of absence cannot donate Leave time.
- k. All donated leave shall be placed in a bank to be used on an "as requested" basis
- l. Once leave has been placed in the donation bank, the donation cannot be revoked

5.0 Requesting Donated Leave Time

- a. Requests for use of donated leave time by an employee must be on forms provided by City payroll department and signed by employee.
- b. Employees who would like to request use of donated leave time are required to complete a *Donation of Leave Time Request Form* and submit it to human resources.
- c. Requests for donations of Leave time must be approved by human resources, the employee's immediate supervisor and City Administrator.
- d. If the recipient employee has available leave time in his or her balance, the employees leave time will be used prior to use of any donated leave time, as per the employees bargaining unit agreement. Donated Leave time may only be used for time off related to the approved request.
- e. Employee must have used all of his or her leave first, as per the Collective Bargaining Agreements, and have a documented serious illness, Medical Emergency, of self or immediate family member or Major Disaster
- f. Employees who receive donated Leave time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- g. Approval of donation shall be granted if, at the time of donation, the employee is expected to return to work
- h. City retains the right to request medical documentation as per City Personnel Policies
- i. This policy does not limit or extend the time available under the Family and Medical Leave Act.
- j. Employees on Workers Compensation are not eligible to receive leave donation
- k. Abuse of leave donation will not be tolerated.
- l. Any employee receiving a donation of leave understands that when the leave is used, all hours are subject to normal Federal, State and local payroll withholdings