Policy Title: Donation Paid Leave Policy C.7

Audience: All Employees

References and Citations:

1.0 PURPOSE
To permit employees to donate a portion of their vacation/PTO for the benefit of an employee on an approved leave of absence due to a medical or other emergency that has exhausted all of his or her paid leave.

2.0 LEGAL COMPLIANCE
This Policy is subject to applicable state or local laws regulating employee vacation and sick leave. The Facility will enforce the Policy in accordance with all applicable laws notwithstanding any terms of this Policy to the contrary.

3.0 DEFINITIONS

Family Member For purposes of this Policy includes an employee's spouse, parents of employee or spouse, and employee’s children (including “step” relationships) who (i) reside with the employee or (ii) who are considered as dependents of the employee for tax purposes.

Medical Emergency A medical condition of an employee or Family Member which requires absence from duty for a prolonged period of time, resulting in a substantial loss of income (40 hours or more) to the employee because of the unavailability of paid leave.

Other Emergency An emergency or disaster that significantly alters the well-being of the employee’s life, home, quality of life, or other substantial events. This may include, but not limited to loss of residence due to fire or flood.

4.0 ELIGIBILITY
To be eligible for consideration under this policy, the employee recipient of donated leave must meet all of the following conditions:

- he/she must have completed at least one year’s employment at the Facility, and
- he/she must be regularly scheduled to work at least 32 hours per week, and
- he/she must be on an approved leave of absence due to a Medical or other Emergency of the employee or a Family Member as described in this policy, and
- he/she must have exhausted all of his/her own vacation/PTO and sick/EIB.

5.0 POLICY

Original Effective Date: 9/30/2018

Revision Date:
Any Facility employee, including a member of the administrative staff, may donate up to 24 hours of unused vacation/PTO in any 12-month period to any employee who meets the eligibility criteria described in this policy. Employees may not elect to donate vacation/PTO hours that they have not already accrued. No employee may donate vacation/PTO hours to his or her immediate supervisor.

The maximum amount of donated vacation/PTO hours that any employee may receive in a 12-month period is 120 hours. Donated vacation hours will be treated as wages and income to the employee recipient and will be paid at the recipient’s base rate.

Donated hours shall be utilized on a one-for-one basis, as needed. In the event more hours have been donated to an employee on leave than he or she needs or if the leave recipient’s employment is terminated for any reason, any remaining donated hours shall be returned immediately to all donors on a pro-rata basis utilizing the same ratio of each donor’s hours to the total number of hours donated to the recipient. No employee shall have more hours returned than he or she donated.

6.0 PROCEDURE
Subject to the limitations described in this policy, employees who wish to donate paid vacation hours to another employee may do so by completing an Employee Activity Request (Form 36) indicating the name of the individual that he or she wishes to receive the vacation donation and the number of vacation hours to be donated.

Leave donations require the approval of the Facility’s Chief Executive Officer and the Human Resources Department.

RELATED FORMS
Form 36 Employee Activity Request