



# **DOUGLAS COUNTY BOARD OF COMMISSIONERS**

## PERSONNEL/HUMAN RESOURCES DEPARTMENT

### **VACATION LEAVE DONATIONS TO THOSE ON EXTENDED SICK LEAVE**

#### **A. Purpose**

The purpose of this leave donation policy is to provide guidelines indicating when and how a full-time county employee may donate their accrued vacation leave to another deserving full-time county employee, who has exhausted all their paid leave due to an extended illness.

#### **B. Policy**

1. Sick leave is earned by full-time county employees for the specific purpose of being paid for time off due to sickness or disability of the employee, the employee's children, the employee's spouse, and the employee's parents resulting from causes beyond the employee's control or medical or dental examinations or treatments for which arrangements cannot be made outside scheduled working hours. Sick leave normally is not transferrable to another employee and cannot be cashed in like earned annual leave. An employee may not abuse sick leave by taking time away from work for any reason other than indicated above and Section 13-125 of the Douglas County Merit System.
2. A donation of vacation leave to another permanent full-time employee on sick leave is strictly voluntary. No county employee should be pressured, in any way, to encourage the donation their accrued vacation leave. No more than 40 hours of vacation may be donated at one time.
3. Departments that approve or allow an employee to be absent on donated leave shall not be allowed to hire a part-time, fill-in employee, or approve overtime to replace the employee out with a catastrophic illness/injury without prior approval of the County Administrator. Any funds used for the above will be from the appropriate department's existing, approved budget.

#### **C. Criteria**

1. Employees needing additional sick leave must have suffered a catastrophic illness, surgery, or disability resulting from a medical condition or an accident. Medical evidence of the catastrophic illness or injury must accompany the request for leave donation.

Catastrophic illness/injury is defined as a medical emergency of an employee or a family member of the employee that is likely to require the employee's absence from duty for a prolonged period of time and to result in substantial loss of income because of the unavailability of paid leave. The sole determinant of whether a substantial loss of income is likely to result from the medical emergency is that the absence without available paid leave will be for at least 40 hours (or in the case of an employee with an uncommon tour of duty, the average number of hours of work in the employee's weekly scheduled tour of duty).

2. The employee requiring a leave donation must not have abused their sick leave and must have used all accumulated sick, comp, and vacation days before a request for donated leave will be considered.
3. The employee requiring a leave donation must not be receiving, or qualified to receive, worker's compensation or any other remuneration for their absences.
4. The employee requiring donated leave must have completed their initial probationary period and cannot be serving disciplinary probation.
5. While an employee is using donated leave their normal accrual of both annual and sick leave will cease.
6. Upon termination of the medical emergency, the recipient may no longer use donated leave, and any unused donated leave remaining will be returned to the last employees that donated the leave not used. The employee's department director/manager will immediately notify Human Resources and the Payroll Administrator when the medical emergency has ended.

#### D. Procedures

1. Applications for donated leave will be submitted by the receiving employee's department director/manager utilizing the attached form. The request will be submitted to the Human Resources Director.
2. The Human Resources Director will review the request for compliance with the criteria listed in Section C (Criteria) above. If the request meets the criteria and all items of the request form are completed, the request will be approved.
3. The request form will then be forwarded to Payroll for processing. Once the requested leave donations have been processed, the completed forms will be returned to the Human Resources Director for the purpose of informing the department director/manager and for filing the forms in the appropriate personnel records.
4. To the maximum extent possible, information contained in recipient applications will be treated confidentially.