

Rikke Taft



City of Barre
(Trial) Operations Policy
Department of Public Works
November 30, 2017
Requested Leave Sharing/ Donation

Purpose

The City of Barre 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 sick/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary. The City retains the right to deny requests for leave banking in its sole discretion without appeal.

Eligibility

Employees must be employed with City of Barre for a minimum of one year to be eligible to donate and/or receive donated sick/personal time, unless otherwise approved by the City Manager.

Guidelines

Employees who would like to make a request to receive donated sick/personal time from their co-workers must have a situation that meets one of 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.

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.

Donation of Sick/Personal Time



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- The donation of sick/personal time is strictly voluntary. All donor and time donated are confidential and will not be released.
- Donated sick/personal time will go into a leave bank dedicated for that individual employee.
- The donation of sick/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
 - Sick Leave can be donated at partial value, e.g., on the basis of 0.8 hour used for 1 hour donated
 - Vacation, Comp or personal leave can be donated at full value e.g., on a 1 for 1 basis

The minimum number of sick/personal hours that an eligible employee may request is 40

- The minimum number of sick/personal hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 80 hours and no more than 50 percent of the donating employee's current balance.
- Employees cannot borrow against future sick/personal time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.

Requesting Donated Sick/Personal Time

Employees who would like to request donated sick/personal time are required to complete a Donation of Sick/Personal Time Request Form and submit it to human resources, their department head.

Requests for donations of sick/personal time must be approved by the Human Resources Administrator, the employee's department head and the City Manager.

The following are criteria for the denial of a request including but not limited to:

1. Demonstrated abuse of leave time by the requesting employee;
2. Pending disciplinary action involving a recipient or donors;
3. No certainty of expectation exists that the employee will be able to return to work at the end of an authorized leave.

If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request.



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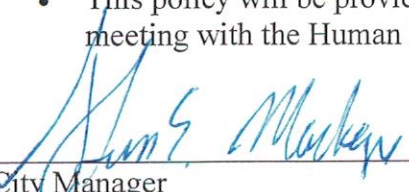
Employees who receive donated sick/personal time may receive no more than 240 hours of compensable time within a rolling 12-month period through donated leave.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Communication

Communicating our Leave Sharing/ Donation policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our Leave Sharing/ Donation policy:

- Policies will be available at all locations.
- This policy will be distributed to all current employees in a timely manner upon implementation.
- This policy will be provided to all new employees at their employment orientation meeting with the Human Resources Administrator



City Manager

12/3/18

Date



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LEAVE DONATION REQUEST FORM

Date of Request: _____

Employee Name: _____

Supervisor Name: _____

Number of sick/personal days requested: _____

Reason for request for donated sick/personal time: _____

I authorize City of Barre to release information concerning my need to the employees in the company for the sole purpose of soliciting donations of sick/personal time.

Signature of Employee Date

Department Head Signature Approved Denied (please explain)

Human Resources Signature Approved Denied (please explain)

City Manager Signature Approved Denied (please explain)

Date: _____