## Effective April 2, 2018

## Sick Leave Donation

CITY/TOWN employees may donate sick leave to any employee who is eligible to accrue and use sick leave. Vacation leave, paid time off, compensatory time and community service leave cannot be donated between employees. The intent of this policy is to allow employees to voluntarily assist co-workers in critical need of leave due to an illness or injury of the employee or a member of the employee’s immediate family.

**Recipient Employee**

An employee may receive donated sick leave up to the number of hours the employee is regularly scheduled to work each pay period, provided the employee who is to receive donated leave:

* + 1. Qualifies for sick leave under the personnel policies;
		2. Has or will exhaust all accrued leave (including compensatory time, sick leave, vacation leave, paid time off) for the pay period in which the donation would be effective, except that an employee may retain up to 24 hours of vacation leave; and
		3. Provides verification from a licensed healthcare provider to the Human Resources Director, if necessary.

**Employees Donating Leave**

Employees may donate up to 80 hours of sick leave to another employee in any 12-month period if the donating employee:

(a) Voluntarily elects to donate sick leave and does so in writing; and

(b) After donation, retains a sick leave balance of at least forty (40) hours.

**Maximum Donation Received**

An employee may receive up to four-hundred eighty (480) hours of donated leave during their employment with CITY/TOWN.

**Sick Leave Donation Request Form**

To request donated sick leave, an employee must send the attached Sick Leave Donation Request Form (Form) to their Supervisor and the Human Resources Director for approval. If approved, a request for donations will be sent to all employees. Donating employees must fill out the Form and submit to the Finance Department.

**Administration of Leave**

This policy shall be administered on a pay period basis. Donated sick leave will be on an hour for hour basis. The donated leave shall be used pro-rata from recipients. Should the recipient employee return to work before all the donated leave is used, the donated leave shall revert pro-rata to the donating employees. Any leave accrued by an employee using donated leave time shall be used in the following pay period before additional donated leave time may be received.

**SICK LEAVE DONATION REQUEST FORM**

**OKLAHOMA MUNICIPAL ASSURANCE GROUP**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, would like to: (select one)

* Make a request for a donation of sick leave in the amount of \_\_\_\_\_\_\_\_\_\_ hours
* Donate up to \_\_\_\_\_\_ hours of sick leave to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My current balance of chargeable leave hours as of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payroll date is:

\_\_\_\_\_\_\_\_\_\_\_ hours of Annual Leave

\_\_\_\_\_\_\_\_\_\_\_ hours of Sick Leave

\_\_\_\_\_\_\_\_\_\_\_ hours of Other Leave

I have read and understand CITY/TOWN’s Sick Leave Donation policy and agree to the terms for the administration of the donated leave.

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Employee Signature Date

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Supervisor Signature Date

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Human Resources Director Signature Date