

## DONATED TIME-OFF BANK

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For calendar year 2020, the following policy expansions/options are available to City employees. Employees covered under a collective bargaining agreement should consult with their bargaining representative to verify eligibility to participate in the policy expansions/options as noted.

- The maximum vacation donation amount has been increased to allow employees to donate up to 32 vacation hours to the donated time-off bank. The [Donation Authorization Form](#) must be submitted no later than December 16, 2020 to participate in this increased donation opportunity.
- Employees who donate at least 8 vacation hours to the City's donated time-off bank prior to December 4, 2020 may elect to transfer up to 40 hours of vacation time to their own sick leave account. All hours transferred to sick leave must be hours that are above the vacation accrual cap, as indicated within City policy.

Policy expansions/options approved by City Administrator:



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Steve Rymer, City Administrator  
September 29, 2020

### Purpose

The policy provides a compassionate means of donating personal time-off hours to a shared bank in order to aid a City co-worker(s) whose accrued benefits are exhausted because of a serious medical hardship or catastrophic illness.

### Definition

To meet the definition of serious medical hardship or catastrophic illness, the employee must be experiencing/have experienced one or more of the following:

- a medical condition that is life threatening, such as cancer or a heart attack;
- a major surgery<sup>1</sup> for a health condition;
- required inpatient, hospice or residential hospital care; or
- to care for a spouse or dependent child who is experiencing a medical condition that is life threatening or who has undergone major surgery for a health condition, and who is not receiving round-the-clock care by medical professionals.

### Policy

Employees wishing to donate time off, or employees requesting to use time from the shared bank, must complete the proper forms as available on the City intranet. Approval for donated time off will be made by the Human Resources Director or their designee who may request medical certification to verify eligibility under this policy. Any donated time is converted in the bank based on the donor's hourly rate of pay and given to eligible recipients as time-off hours based on their hourly rate of pay. If there are multiple employees eligible for donation and the shared time-off bank is limited, the value of the hours available will be divided equally among eligible employees. Donated leave does not limit or extend the recipient's time available under the Family and Medical Leave Act.

### *The donating employee:*

An employee wishing to donate time off may donate up to sixteen (16) hours of accrued vacation<sup>2</sup> and/or twenty-four (24) hours of compensatory time per calendar year. Donations must be made in increments of four hours and

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<sup>1</sup> A major surgery is a surgical procedure that is extensive, involving vital organs, and/or life threatening.

<sup>2</sup> Vacation time would also include "saved vacation" for employees who have a saved vacation balance.

sick time hours are not eligible for donation. Any time donated will be placed in the shared time-off bank available to eligible employees. Donations made to the shared time-off bank are non-refundable and there are no tax implications to the donating employee.

*The receiving employee:*

To be eligible to receive donated time off from the shared bank, an employee must:

- be experiencing or have experienced a serious medical hardship or catastrophic illness
- be outside of a new hire probationary period (employees in a promotional probationary period are eligible as long as they have successfully completed a probationary period at the time of initial hire with the City)
- be employed in a regular full or part-time employment status working at least 14 hours per week (employees working in limited appointment, temporary, or seasonal positions are not eligible to receive this benefit)
- have exhausted all personal time-off benefits (sick, vacation, compensatory time)
- not be receiving a paid disability benefit from any source that is greater than or equal to base salary (including an employer-sponsored or personal insurance policy). If otherwise eligible to receive donated hours, employees receiving a paid disability benefit less than their base salary would be eligible to receive a pro-rated benefit equaling the difference between their disability benefit and base salary.
- have not been previously disciplined for abuse of paid time off

The receiving employee has the option to request Human Resource staff to send out an employee communication informing others of their need for donated hours. If it is the desire of the receiving employee to share sensitive medical information in the outgoing communication, the employee must provide HR with written permission for this data to be released.

Donated hours are taxable to the receiving employee and are not eligible for additional accrual of vacation or sick benefits.

Revised and approved by the City Administrator:



Steve Rymer



Date

Current Revision: Jan 2020  
Previous Revisions: 01/18/17

**Related Forms:**

- [Donated Time- Off Bank Recipient Request Form](#)
- [Donor Authorization Form](#)

The above related forms associated with this policy can be found on Rochester@Work - Human Resources -Forms