

Donated Time-Off Bank

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 surgery¹ 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. Donated leave cannot be granted prior to the date the employee completes the proper forms. 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 vacation² and/or twenty-four (24) hours of compensatory time per calendar year. Donations must be made in increments of four hours and 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:

An employee requesting donated time off may request up to a maximum of 10 weeks of donated leave for each qualifying serious medical hardship or catastrophic illness, limited to two occurrences per five years of employment. 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)
- perform available work that falls within medical restrictions including light duty, if applicable

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

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

Exclusions and Pro-ration of Donated-Time Off Benefit

An employee is not eligible to receive donated time-off (or may receive a prorated benefit) under the following circumstances:

- They are receiving other income replacement sources, including but not limited to a paid disability benefit or personal or employer-sponsored insurance policies.
- They have previously been disciplined for abuse of paid time off.

Pro-ration

If otherwise eligible to receive donated hours, employees receiving paid disability or income replacement benefit(s) that is less than their net base salary would be eligible to receive a pro-rated donated time-off benefit equaling the difference between their total income replacement from other source(s) and their net (after-tax) base salary. Employees must refund the donated leave bank when any other income sources, when combined with donated leave, exceed 100% of their normal net base salary.

If an employee carries a long-term disability (LTD) benefit policy, donated leave will automatically be pro-rated at 90 days unless the employee provides proof their LTD claim was denied. Donated leave cannot be used to cover an employee's delay in applying for LTD benefits.

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. Donated hours are limited to a maximum of ten weeks multiplied by the number of hours the employee is normally scheduled to work in a week. Donated leave is subject to a limit of two occurrences per five years of employment.

Policy revisions approved by City Administrator:



Alison Zelms

03/25/2021

Date

Current Revision: March 2021