

POLICY # 114

CITY OF HIBBING

VACATION DONATION POLICY

VACATION LEAVE DONATION POLICY

The City of Hibbing recognizes that a catastrophic illness and/or serious health condition of an employee or immediate family member (spouse or dependent child) may deplete an employee's available paid leave (sick/vacation/compensatory time). This policy is meant to provide employees with the option of assisting fellow employees at such a time.

Policy

City employees having accrued vacation leave will be allowed to donate a portion of such accrued leave to fellow employees experiencing a catastrophic illness and/or serious health condition suffered by the employee, the employee's spouse, or the employee's dependent child(ren). A catastrophic illness and/or serious health condition includes but is not limited to, heart attack, stroke, organ transplant, or other life threatening illness or debilitating condition as defined by a physician's diagnosis.

The donation leave from one employee to another shall be subject to the following terms and conditions.

1. An employee is only eligible to receive donated leave from time lost from normal work hours due to a life threatening disease or condition as defined, above.
2. An employee will be eligible to receive donated leave only after the employee's accrued sick, vacation, and compensatory time have been exhausted.
3. All requests to receive donated leave must be in writing to the Human Resources Director and must be accompanied by supporting medical data. The request will be reviewed by the City Administrator and must be approved to become effective.
4. No full time employee will be allowed to receive more than a total of 12 workweeks of donated leave for any single major life threatening disease or condition. Donated leave must be used by the employee within one year of the time that it is donated or it will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
5. An employee may only use donated leave up to the time of eligibility for a disability benefit (if applicable), or for the maximum of 12 workweeks allowed to be donated, whichever occurs first.

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6. An employee who is donating paid leave must do so from the employee's accrued vacation leave balance. An employee may donate no more than 24 hours of leave per calendar year to a single fellow employee. Donated leave time may not be "re-donated" to another employee.
7. When employees donate leave time they forfeit all rights to that time. Donated time will not be refunded to donors under any circumstances.
8. Employees receiving donated leave time as part of their pay check will continue to have their regular payroll deductions taken out of each check, just as if they were using their own vacation time.
9. Employees receiving worker's compensation benefits are not eligible to receive donated leave.
10. Donated vacation time will be credited to an employee at that employee's rate of pay, not at the donor's rate.
11. The Employer may require medical certification of the serious health problem and information regarding its expected duration.
12. A written request to donate leave must be made to the Human Resources Director on forms designated by the City for that purpose. The Human Resources Director shall submit all requests to the City Administrator for final approval. All donations made will be kept confidential.

The Human Resources Director will subtract donated leave from the donor's accumulated balance and credit the donated hours to the requested employee. Contributions of leave hours exceeding the eligible amount will be returned to the donating employee, and will not be transferred.

EFFECTIVE DATE: _____

City Administrator

Date

Adopted: _____

