

## CRISIS LEAVE DONATION PROGRAM

### I. PURPOSE:

The following guideline establishes policies and procedures for the donation of paid leave, vacation and paid time off, to an eligible regular full-time employee who has experienced a catastrophic event to assist the employee who, through no fault of their own, have insufficient paid leave to cover the crisis leave period. Employees earn fairly generous paid leave are expected to save paid leave to cover such events and emergencies.

### II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager.

### III. POLICY:

In an effort to provide an employee continued income during a time in which they need to be off work due to no fault of their own, other employees may donate their vacation or paid time off to an employee in need. The employee requesting the leave cannot have been disciplined or counseled regarding leave abuse in the preceding two (2) years of employment and have documented satisfactory performance.

### IV. PROCEDURE:

- A. In the event that a regular full-time employee does not have sufficient accrued leave to cover a crisis period, the employee will complete a crisis leave request form detailing why they need the leave and the reason that they do not have sufficient leave to cover all or some of the absence.
- B. Upon receipt of the form, the Human Resources Department will send a notice to employees via e-mail announcements that a request has been made and give the employee name and details.
- C. Employees wanting to donate paid time off or vacation must submit a form authorizing the deduction of their leave. The minimum amount of time to transfer is eight (8) hours.
- D. An employee requesting leave is not guaranteed to receive any leave; the program is completely voluntary.
- E. This benefit is not to circumvent the City's Family Medical Leave Act or American's with Disabilities Act Policies.

F. Injuries and illnesses resulting from the employee's on the job injury are not eligible for crisis leave.

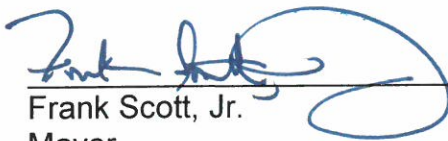
V. **DEFINITIONS:**

- A. Crisis: An event beyond the control of the employee including natural disasters, catastrophic illness or injury of the employee or an immediate family member as defined in the Federal Family Medical Leave Act. Termination of employment, lay-off, suspension, demotion or end of assignment is not defined as a crisis.
- B. Maximum Leave Granted: A maximum of four (4) weeks will be granted per event and the employee is only entitled to two (2) events per their City service. The leave granted cannot extend pass the six (6)-month waiting period for non-uniform employees for Long Term Disability or supplement the salary continuation benefit.
- C. Maximum Leave to Donate: There is no maximum an employee can donate to another employee except the maximum leave granted of four (4) weeks per event.
- D. Minimum Leave to Donate: Employees can make donations in eight (8)-hour increments
- E. Regular Full-Time Employees: Employees who are in positions designated as regular full-time or regular civil service and limited service full-time are eligible; however, unless the limited service employee's employment is being terminated and that event would not qualify.

Approved:



Bruce T. Moore  
City Manager



Frank Scott, Jr.  
Mayor