

## Catastrophic Leave Donation Program

### Purpose

To assist employees confronting personal or family catastrophic illness or injury who need the support of City employees to avoid financial hardship.

### Plan Guidelines

1. Regular and probationary employees who are on an approved leave of absence (in accordance with Title 5, Part 1, Chapter 3, Articles 5-6) may receive donated hours of vacation, or sick leave from other employees.

2. Employees seeking donations of time shall submit a written request to the Human Resources Manager (HR Mgr.) stating the reason(s) for the request. The HR Mgr. shall review all requests. Each request shall be evaluated solely on its merits. If approved, the HR Mgr. will initiate efforts to notify City employees of the request for the donation of hours. The name of the employee will be identified but the City will not release confidential medical information. If denied, the requesting employee may seek review of the decision by the City Manager and a Director of City's choice.

In the event the City Manager and Director reach a tie decision, the decision shall be made in favor of the employee. The decision of the City Manager and Director shall be final and binding and shall not be subject to the grievance process.

3. To be eligible for donated leave hours, the employee must be on an approved leave of absence for their critical illness or injury or to provide required care for a family member (spouse, child, parent, or as per current definition of family member according to the FMLA guidelines) who is critically ill or injured. The guidelines of FMLA eligibility shall be used to determine whether the critical illness or injury qualifies for the donation of leave hours. Verification of need via physician statements will normally be required. The employee must exhaust or is reasonably expected to exhaust all accumulated leave hours (vacation, sick leave, CTO, holiday) in order to receive donated time.

4. Donating employees must maintain a leave bank balance between their own sick and vacation/annual leave banks of a minimum of 100 hours, in any ratio post donation. Donations will be accepted via email or in writing listing how many hours they would like to donate and out of which leave bank (vacation or sick).

5. All donated hours will be deducted from the respective leave banks, as outlined by the donating employee, during the next payroll process. The necessary needed hours will be split equally amongst all donating employees (i.e. if only 50 hours are needed and 5 employees donate a total of 120 hours in equal quantities, each employee will see a 10-hour deduction from the specified leave bank). All donated hours will be tracked by Finance and Human Resources, any unused donated hours will be returned to the donating employee leave banks, once there is no longer a need.

**MPOA Representatives:**



Mark Bartley, Legal

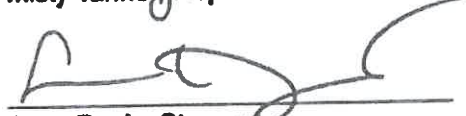


Marc Carroll, President

**Teamsters Representatives:**



Misty Tanner, Representative



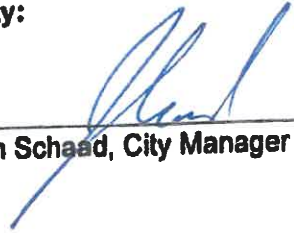
Sean Davis, Steward

**Fire Union Representative:**



Ryan Dial, President

**City:**



Jim Schaad, City Manager