



ADMINISTRATIVE POLICY MANUAL	SECTION	NUMBER	EFFECTIVE DATE
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In order to provide a source of income to employees who have an off the job illness or injury and require an extended absence from work, it is the policy of the County to permit employees to donate their accrued sick leave to and receive sick leave donations from other employees subject to the following provisions.

1. Only regular, full-time employees who have been continuously employed for at least twelve months are eligible to donate sick leave and to receive sick leave donations. Employees must be on leave (paid or unpaid or a combination of the two) a minimum of two consecutive weeks (75 hours for a 37.5-hour week, 80 hours for a 40-hour week, and 112 hours for a 56-hour week), or be authorized to receive donations for approved intermittent leave as approved by the County Administrator or County Attorney, if applicable, before they are eligible to receive donations.
2. All requests for sick leave donations must be submitted for approval through the department head to the Human Resources Department using the attached "Sick Leave Donations Request Form." Employees must provide the Human Resources Department with a completed "Certification of Health Care Provider" form (available in Human Resources) before a request for sick leave donations will be considered. This medical certification will be placed in the employee's medical file.
3. Requests for sick leave donation may be initiated when it is expected an employee will exhaust their accrued vacation and sick leave due to an extended or an on going intermittent absence from work related to a regimen of treatment. Employees must first exhaust their own sick and vacation leave in order to receive sick leave donations.
4. Employees are not eligible to receive sick leave donations in order to care for an ill or injured family member.
5. Employees who are absent due to an elective procedure unrelated to a serious or prolonged illness or injury are not eligible to receive sick leave donations.
6. Employees who have been disciplined within the previous 12 months for chronically being absent from work or for abusing sick leave are not eligible to receive sick leave donations. The discipline must be documented in the employee's personnel file in the Human Resources Department.
7. Employees who are injured in an accident caused by their use of alcohol, controlled substances, illegal drugs, or reckless behavior are not eligible to receive sick leave donations.



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8. Employees are not eligible to receive sick leave donations in order to supplement workers' compensation benefits.
9. Employees who donate their sick leave cannot reduce their sick leave balance to less than two weeks (75 hours for a 37.5-hour week, 80 hours for a 40-hour week, and 112 hours for a 56-hour week).
10. Employees who have given written notice of their intent to retire or resign are not eligible to donate sick leave.
11. Sick leave may only be donated in hourly increments and will be credited on an hour-for-hour basis.
12. Donations are credited to the recipient's sick leave account on an as-needed basis during the biweekly payroll process. Unused sick leave donations will be returned to the donors.
13. Absences from work utilizing donated sick leave will also count towards the recipient's annual leave entitlement under the Family and Medical Leave Act as long as the recipient's medical condition satisfies the Family and Medical Leave Act's definition of "serious health condition."
14. Generally, the sick leave donation process terminates upon the employee's return to work, and any future need for sick leave donations will require submitting another written request to the department head. Such approval will be solely at the discretion of management's authority, based on business needs, and meet the criteria established under this policy.
15. Employees who are able to continue working and who will be absent from work intermittently for a regimen of care related to their own serious medical condition under Family and Medical Leave Act may receive sick leave donations while on intermittent leave subject to prior approval by the County Administrator, County Attorney, if applicable, or designee. Medical certification of the duration of the regimen of care must be submitted to Human Resources as a part of the medical certification process. The employee must first exhaust their accrued vacation and sick leave before receiving sick leave donations. Routine intermittent absences from work related to chronic conditions do not qualify for sick leave donation.
16. An eligible employee may receive up to 8 weeks of donated sick leave (based on budgeted hours) within the twelve-month span beginning the first day of the donation



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period. However, the total paid leave absence including the employees own accrued sick and vacation leave as well as donated sick leave may not exceed 20 weeks unless approved in advance by the County Administrator or County Attorney, if applicable. Such approval will be solely at the discretion of management's authority based on business needs.

17. Any employee who falsifies information; deliberately prolongs a medical leave under this program; attempts to buy, sell, or coerce individuals into donating hours; or abuses this program will be subject to disciplinary action, up to and including termination.

Jason E. Brown \_\_\_\_\_ DATE \_\_\_\_\_



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**SICK LEAVE DONATIONS REQUEST FORM**

Name of Employee: \_\_\_\_\_ Dept./Division: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date Absence Began or Will Begin: \_\_\_\_\_

Expected Date of Return: \_\_\_\_\_

\*Specify duration of treatment regimen for intermittent absences (Ex: 1 day per week for 12 weeks):



Authorized by Department Head: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

To be completed by Human Resources

Has the employee provided the Human Resources Department with a completed "Certification of Health Care Provider" form? (Requests for sick leave donations cannot be processed until Human Resources has this information.) \_\_\_ Yes \_\_\_ No

Based on the Sick Leave Donations Policy, is the employee eligible to receive sick leave donations? \_\_\_ Yes \_\_\_ No If no, state reason:



\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\*Donations for Intermittent Leave Must Have Approval by County Administrator:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date