

INDIAN RIVER COUNTY  
MEMORANDUM

---

TO: Jason Brown  
County Administrator

FROM: Suzanne Boyll  
Human Resources Director

DATE: January 7, 2020

SUBJECT: Revision to Administrative Policy AM-704.1 Sick Leave Donation

---

**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. The policies are reviewed, and recommended revisions are presented to the Indian River County Board of County Commissioners (IRCBOCC) for consideration.

Revisions to the Sick Leave Donation policy are recommended to reflect the following changes:

- Clarifies the policy applies to “off the job” illness or injury
- 12 months of employment to be eligible (cannot accrue required minimum balance in 6 months)
- Provides for sick leave donations for approved intermittent absences for a regimen of treatment related to a serious medical condition upon approval by County Administrator or County Attorney if applicable.
- Includes “reckless behavior” exclusion
- Hour for hour basis vs. current conversion of hours based on pay rate. Donations are credited with each pay period. Hours that are unused are returned to donors.
- Clarifies absences using donations also count towards FMLA entitlement
- Places a cap of 8 weeks of donated time and an overall cap of 12 weeks to include employees own paid leave. Extensions may be approved by County Administrator or County Attorney as applicable based on operational needs.

**FUNDING:**

Funding for sick leave is provided in the applicable departmental budget. Adjustments will be made as time is donated.

**RECOMMENDATION:**

Staff recommends the Board approve the revisions to Administrative Policy AM-704.1 Sick Leave Donation.

**ATTACHMENTS:**

AM-704.1 Sick Leave Donation Policy (markup)

AM-704.1 Sick Leave Donation Policy (final)