

SECTION 7 LEAVE

7.2 Vacation Donation Policy

Policy Purpose

The purpose of this policy is to set forth the conditions and procedures under which employees will be allowed to voluntarily donate accrued vacation leave to fellow employees. Vacation leave may voluntarily be donated to employees who have a serious medical condition as defined by ~~under~~ the Family and Medical Leave Act and who have no accrued and banked vacation, sick, or paid holiday leave or compensatory time off available.

Applicability

The provisions of this policy are applicable to all City personnel who are eligible to accrue vacation leave. Specifically, both the donor and the recipient must be regular employees who have worked a minimum of one calendar year and who have successfully completed probation.

General

With the approval of the City Administrator, City employees who have accrued and unused vacation leave will be allowed to donate a portion of such leave to fellow employees who have serious medical conditions that prohibit them from working.

Conditions Governing Donation

The donation of vacation leave from one employee to another is governed by the following:

- An employee is only eligible to receive donated vacation leave for time lost from work due to their serious medical condition as defined in the Family Medical Leave Act.
- An employee will only be eligible to receive donated vacation leave after all accrued sick leave, paid holidays (if available), compensatory time off, and vacation leave have been exhausted.
- No employee will be allowed to receive more than 360 hours of donated vacation leave for any single serious medical condition without the written approval of the City Administrator.
- An employee may donate no more than sixteen (16) hours per calendar year to a single fellow employee.

• Donation of vacation leave will not be allowed once an employee is determined to be unable to return to work, ~~and has exhausted their FMLA leave, as outlined in the City's Family and Medical Leave Policy.~~

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- Vacation donation may be used during a period of extended medical leave for the employee's serious medical condition.
- An employee may only receive vacation donations equal to the number of hours necessary to bring the employee to 80 hours of compensation per pay period.
- Donation of vacation leave by City employees will be completely voluntary. No City employee shall pressure or otherwise attempt to influence a City employee to donate vacation leave.
- Donated vacation time may be used for illness or injury of the employee only. A vacation donation request is not extended to an employee to take care of members of the employee's family.
- An employee is not eligible for vacation donations if the employee is eligible for workers' compensation.
- Vacation donation requests must be made in writing to the Human Resources Manager on forms designated for that purpose. Requests must be accompanied by a medical certification completed by the employee's treating physician. The results will then be reviewed by the City Administrator and will become effective upon approval.
- The City Administrator shall have the right to deny use of donated vacation leave or limit its use, as shall be determined necessary and in the best interests of the City of Ramsey.
- Donations must be made in increments of one hour. The time donated by an employee will be converted to the receiving employee's rate of pay to determine the number of hours that will be received. The dollar amount will be determined at the time the donation is used as compensation by the receiving employee.
- The recipient of donated vacation time shall not accrue sick or vacation leave, or holiday pay while using donated vacation leave.
- If the recipient separates from City employment before using all of the donated vacation time, the remaining donated time may not be converted to cash severance pay

Procedure for Requesting/Donating Vacation Leave in the Event of Major Medical Illness

- In the event that an employee is close to exhausting their paid leave and is facing the need for an extended leave for a serious medical condition, the employee may complete a "Vacation Leave Donation Request" form which can be obtained from the Human Resources Manager. Completed forms shall be returned to the Human Resources Manager.
- Once the request has been reviewed and approved by the City Administrator, specific information will be sent out by the Human Resources Manager to employees informing them

of the situation and offering them the opportunity to donate vacation leave to a particular employee.

- Donations will be received by the Human Resources Manager and the names of donors will be put on a list and then forwarded to Payroll, as the hours are needed. Hours given to payroll will be in the order received unless the donor is at the maximum accrual allowed.
- Completed donation forms will be submitted to the Human Resources Manager who will track hours donated and hours needed. Donated hours not used will be forfeited by the donor. All donations will be kept confidential, even to the recipient.