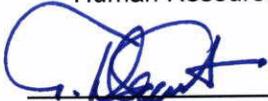


Approved:

City of Riverside, California  
Human Resources Policy and Procedure Manual

  
Human Resources Director

  
City Manager

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Number: V-3 Effective Date: 07/06

**SUBJECT:     EMPLOYEE LEAVE DONATION PLAN**

**PURPOSE:**

To establish a procedure whereby City employees may, as a humanitarian act, donate their own accrued vacation leave to another employee who has exhausted all of their paid leave as a result of a catastrophic illness or injury to themselves or a member of their immediate family. Sick leave, compensatory time, holiday accruals, or any other form of compensation cannot be donated through this plan.

**POLICY:**

The following criteria will be utilized in establishing and maintaining an Employee Leave Donation Plan:

1. The employee for which the contribution is being donated (recipient) must be a benefited employee of the City with at least six months of continuous service. (Part-time benefited employees who are recipients may not utilize donations of hours greater than the number of hours for which they are regularly scheduled.)
2. The recipient employee must have exhausted all of their own paid leave (sick leave, vacation, compensatory time, or floating holiday), and be facing a financial hardship.
3. The recipient employee must be unable to work as a result of a catastrophic illness or injury to the employee or a member of their immediate family. This may include intermittent leave that is related to the originating leave donation request.
4. Any benefited City employee who has completed at least six months of continuous service may donate a minimum of 2 hours of their accrued vacation leave in increments of 1 hour provided that the donor maintains a minimum balance of two weeks of vacation for their own use. The donor may request that the donation be made anonymously.
5. The total amount of hours donated to any individual shall not exceed 520 hours received in any calendar year.

6. Only the recipient employee for which the "Request for Creation of an Employee Leave Donation Plan" has been established may receive donated hours from said plan. Such donated hours will be added to the employee's sick leave balance, as needed.
7. A "Request for Creation of an Employee Leave Donation Plan" Form can be obtained from the Human Resources Department. Requests must be approved by the department head and concurred with by the Human Resources Director. Any appeals will be resolved by the City Manager.
8. The value of donated leave time will be calculated at the donor's regular pay rate, then converted to hours of sick leave at the recipient's regular pay rate to the nearest half (0.5) hour to determine the number of leave hours.
9. The plan will be administered so that hours will be used only as needed and in the order donated. Unused donated hours will be returned to the donating employee in increments of no less than one hour.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Employee	1. Submits to his/her department head a "Request for Creation of an Employee Leave Donation Plan."
Department	2. Submits a "Request for Creation of an Employee Leave Donation Plan" on behalf of an employee in case of emergency whereby the employee needing the donation is incapacitated and unable to complete the required forms. Authorization from a member of the employee's immediate family is required. The department head may also recommend the establishment of a "Request for Creation of an Employee Leave Donation Plan."
Department Head	3. Reviews and approves or denies the request.  Forwards the "Request for Creation of an Employee Leave Donation Plan" to the Human Resources Director.
Human Resources Director	4. Reviews the request and advises the requesting department and Finance Department/Payroll Section of the status of the request.

City Manager

5. Considers any appeals of denied requests the City Manager's decision is final.

Human Resources

6. Provides "Request and Authorization to be a Donor" form to all City departments and divisions with the recipient employee's name.
7. Collects completed donation forms, verifies donating employees' eligibility, and forwards to Payroll.

Department Head

8. Ensures that employees are not pressured into donating time by any other employee or supervisor.

Finance Department/Payroll Division

9. Adjusts vacation and sick leave accounts. Maintains a summary sheet of the donation banks for each recipient employee.

Uses donations only as needed and in the order of date signed. All unused donated whole hours will be returned to the donating employee.