



# CITY OF MANITOWOC

## DONATION OF LEAVE POLICY

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<b>Distribution: City of Manitowoc Employees</b>		

### I. **General Policy**

The City of Manitowoc understands the financial crisis that a serious qualifying event may cause our employees. Since employees are the City's most valuable resources, the City understands that there are times when an employee may not have enough leave time to facilitate the necessary time off to address these issues. The following policy has been established by City leaders to provide employees a chance to donate a portion of leave time to qualified employees who need additional time off.

### II. **Definitions**

“Qualifying event” refers to a qualified Federal Family and Medical Leave Act (FMLA) designation or other reasonable documentation acceptable to Human Resources.

“Family Member” includes:

- Employee's spouse
- Employee's children (including adopted, step, and foster)
- Employee's parents

“Recipient” is the employee requesting donated leave time.

“Donor” is the employee donating leave time.

### III. **Eligibility**

#### Recipients

- Must have no remaining sick leave, PTO, vacation, or other paid leave to apply to the absence from work.
- Must not have a written reprimand on file for the past 6 months or must not have been suspended without pay in the past 12 months.
- Time off must be justified by medical verification (FMLA) or other reasonable documentation acceptable to Human Resources.
- Employees approved for FMLA are not automatically eligible for this program. Final determination will be made by Human Resources with consideration of employee's past leave usage.
- Only employees eligible for leave may participate in this program.

### Donors

- Only employees with more than 96 hours available in their PTO bank or 12 days of vacation/sick leave balance are allowed to donate leave (pro-rated for part-time employees). No employee may donate hours that results in a balance of less than 96 hours or 12 days in available leave.
- An employee may not donate leave if they have already submitted in writing their intent to leave employment (resignation or retirement).
- Employees who are currently suspended (with or without pay) or employees who are on FMLA are prohibited from donating time.

## **IV. Procedure**

An employee wishing to receive leave donations must fill out the Employee Donation Request Form and forward it to the Human Resources Department. A decision regarding approval or denial will be made as quickly as possible.

When a potential Recipient signs the Request Form, they authorize the communication of the Recipient's need City-wide, according to the authorization statement.

Human Resources will send out an email to all City employees outlining the request and allow employees the option of donation leave.

Those interested in donating their leave should do so in writing, which may include email correspondence, to the Human Resources Department before the designated deadline.

All hours designated for donation will be removed from the donor's sick leave bank on the date of the deadline.

If the employee does not use all of the donated time, the remaining hours will be held in a "donation account" which can be then be used by other employees in future requests for donation of time.

Recipients may request, in writing, to be notified of the names of employees who donate time.

## **V. Requirements**

- Recipients will not accrue any benefits (PTO, vacation, sick, etc.). However, the recipient will be eligible for insurance benefits until the donated leave is exhausted.
- Time donated will be calculated on an hour-for-hour basis regardless of the difference in pay or work status.
- Payments received under this policy are considered other income under the IRS guidelines, also to be included in the employee's W-2 reporting. Employees are reminded to review their income tax withholdings and adjust them if necessary.
- All donated leave is final upon submission to Human Resources.

- Total donations to any one employee may not exceed six weeks per year.
- For full-time employees, leave must be donated in eight-hour increments. Part-time employees wanting to donate may do so in four-hour increments.