

**SUBJECT: DONATION OF EARNED VACATION OR COMPENSATORY TIME**

Purpose: The purpose of this policy is to set forth administrative standards applicable to the donation of earned vacation or compensatory time to fellow employees in a time of need.

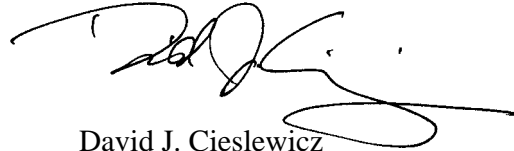
Background: On occasion, there may be situations where fellow employees are ill or have other pressing personal issues, but do not have adequate leave to cover their absence. To assist fellow employees in their time of need the City provides a procedure to allow employees to donate earned vacation or compensatory time to a designated employee.

Policy: The following standards and parameters shall apply to the donation of earned vacation or compensatory time to a designated employee:

1. Employees may, on a strictly voluntary basis, be permitted to donate earned vacation or compensatory time to a designated employee who has exhausted all of his/her accrued time off.
2. Donations shall be limited to a minimum of four (4) hours and a maximum not to exceed five (5) work days per calendar year per donating member.
3. The amount of leave time available for distribution through this program will be based on dollar amount of the time donated.
4. When on said leave, employees will continue to be eligible for and earn all paid leave entitlements consistent with being on paid leave.
5. Disputes arising from the administration of this program are not subject to formalized grievance procedures.
6. Donations, once given, are not refunded (but will remain in a unit membership pool, if not fully utilized).
7. Employees will not be permitted to draw wage insurance benefits for the same time period covered by this program. Individual employees will always retain the right to refuse benefits under this program without penalty. Hourly and seasonal employees are not eligible for this program.
8. Utilization of this, or any paid leave, is subject to approval consistent with applicable standards.

Note: The general policy is subject to modification through Memoranda of Understanding with recognized bargaining unit(s).

Authority: The Human Resources Director shall maintain and interpret this policy. The City Comptroller and the Payroll Unit shall establish and disseminate any forms and procedures inherent in the Administration of this policy.

A handwritten signature in black ink, appearing to read 'David J. Cieslewicz', with a long horizontal flourish extending to the right.

David J. Cieslewicz  
Mayor

APM No. 2-30  
January 9, 2004

Original APM dated 10/3/02

## Donation of Vacation and Compensatory Time

APM 2-30 allows an employee to donate accrued vacation and compensatory time to another employee. The donations are limited to a minimum of 4 hours and a maximum of 5 days. Donations are non-refundable to the donating employee.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

I elect to donate:

\_\_\_\_\_ hours of vacation

\_\_\_\_\_ hours of compensatory time

which will be added to the vacation balance of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date