



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



Donation of Vacation and Compensatory Time (Civilian Process)

Eff. Date 01/13/2017

Purpose

On occasion, there may be situations where fellow employees are ill or have other pressing personal issues, but do not have adequate paid leave to cover their absence. To assist fellow employees in their time of need, the City supports the use of this benefit to non-commissioned employees of the Madison Police Department (MPD) in proposing that any civilian member be allowed to donate earned vacation or compensatory time to another member of the MPD or to a general membership pool as prescribed below.

Procedure

NOTIFICATION/DOCUMENTATION

Any civilian member of the MPD may, on a strictly voluntary basis, be permitted to donate earned vacation or compensatory time to either a department general membership pool or other department members who have exhausted all of his/her accrued time-off, including sick leave, due to a situation falling within the parameters of contractual use of paid leave.

Each donation form is limited to a minimum of 4 hours up to a maximum not to exceed five (5) work days per calendar year, for any single donating employee. The amount of leave-time available for distribution through this program will be based on the dollar amount of the time donated. When on said leave, employees will continue to be eligible for and earn all paid leave entitlements consistent with being on paid leave.

A civilian manager, after assuring compliance with City APM 2-30, will notify the Lieutenant of Personnel of the name(s) of civilian employees requiring assistance. The Lieutenant of Personnel will be responsible for coordinating the process, including the announcement of the need for leave donations. All donation forms are to be forwarded to the Lieutenant of Personnel for approval. Once approved, donation forms will be forwarded to PD Payroll for processing. Donations, once processed and approved, will not be refunded to the donating employee. At the end of a calendar year, unused donated time (vacation) will be transferred to or will remain in a City general membership pool (by specific comp group) if not fully utilized by the affected employee.

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. Utilization of this, or any other paid leave, is subject to approval consistent with current leave and/or staffing guidelines.

Disputes arising from the administration of this program are not subject to review through the grievance procedure.

Please refer to City APM 2-30, Donation of Earned Vacation or Compensatory Time, for additional details: www.cityofmadison.com/mayor/apm/2-30.pdf.

Refer to and utilize the Donation of Vacation and Compensatory Time form.

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. Once processed, donations are non-refundable to the donating employee.

Employee Donating Leave: _____
Work Unit: _____

I elect to donate leave to the following employee: _____

I authorize the transfer of the following leave donations from either my vacation or compensatory time balance:

_____ Hours of Vacation
_____ Hours of Compensatory Time

I understand that once processed, this donation is non-refundable.

SIGNATURE OF EMPLOYEE DONATING LEAVE: _____ **DATE:** _____

FOR ADMINISTRATIVE USE ONLY

- Leave donation balance verified in Telestaff: (VU _____ / CU _____)
- Previous amount of leave donated (total hours) within current year: (_____)
- Transfer approved by: _____
LIEUTENANT OF PERSONNEL DATE
- Zero leave balance verified: (VU _____ / CU _____ / SI _____)
- City Finance to Process: _____
MPD PAYROLL CLERK DATE

Original SOP: 04/16/2015
(Revised: 03/04/2016, 01/13/2017)
(Reviewed Only: 12/26/2017)