

VOLUNTARY LEAVE DONATION

Employees have expressed a desire to voluntarily donate leave to certain employees who have exhausted their available leave due to serious health conditions and/or accidents. Grant County has established the following procedure to allow for voluntary leave donations. Voluntary leave donation is a County initiative. Authorizations and approvals under this program are at the sole discretion of the County.

Employees may donate vacation and/or discretionary days to other employees under the following conditions:

- 1) The employee receiving the donated leave has exhausted his/her available leave (sick, vacation, discretionary and compensatory time)
- 2) The employee receiving the donated leave is placed on a leave without pay status due to an accident causing serious injury or a serious health condition affecting the employee or an eligible family member.

Guidelines

An employee may not directly or indirectly make any attempt to intimidate, threaten, or coerce any other employee for the purpose of soliciting leave. (Such action is considered a personal conduct issue and subject to disciplinary action, up to and including termination.) Benefits do not accrue on donated time received by an employee. Employees can not donate leave to another employee if the employee who wants to donate the leave is subject to a wage garnishment, wage assignment or child support wage assignment.

Procedure

Employees wishing to donate or receive donations of vacation or discretionary leave time must first receive approval from their Department Head.

Donations

Any employee who is eligible to accrue vacation and discretionary time may participate. An employee must not donate more than his/her available vacation/discretionary amount. The donation of vacation/discretionary time must be on an hour for hour basis. The donated time shall be paid at the receiver's rate of pay. Donated time shall not exceed the receiver's normal schedule of work hours in any pay period. The Departmental Payroll Designee shall account for donations and reconcile balances with the Finance Office.

(Approved November 13, 2001; Revised 6/21/05, 11/08/2011, 06/17/2014)