



Voluntary Sick Time Donation Program Policy

Policy

It is the Policy of the City of Stow to allow eligible non-bargaining unit employees to request donated sick time from other non-bargaining unit employees who are experiencing an illness or injury that causes them to be incapacitated and in an unpaid leave status.

Under the Voluntary Sick Leave Donation Program, an eligible employee may donate leave directly to another eligible employee, who has a personal or family medical emergency and who has exhausted his or her available paid leave. There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends. In the event of multiple donors for one recipient, the leave shall be used in the order of receipt. Donee's time shall always be used first before any donor's time.

Definitions - For purposes of this policy only, the following definitions apply.

- **Serious Health Condition:** a medical condition of an employee or an eligible family member that is likely to require a prolonged absence by the employee from his/her position. All serious medical conditions will be certified using FMLA Physician documentation by the Director of Human Resources.
- **Eligible Family Member:** an employee's spouse, child, parent, including step-child, step-parent, or a legal guardian who stands in place of a parent (in loco parentis).

Eligibility

An employee may receive/use donated sick time up to a maximum of 480 hours (equivalent to 12 weeks), if the employee or eligible family member has a verified serious medical condition, demonstrates a critical need for the time, and meets all of the following criteria:

- Employee is a full-time or part-time permanent employee of the City of Stow, who has successfully completed an initial or probationary period,
- Employee meets the requirement of a "Sick Leave Use", which is defined in the City of Stow's Personnel Policy Handbook, Section 7.02.
- Employee completes a Family Medical Leave Employee Serious Health Condition or Family Medical Leave for Family Member's Serious Health Condition and/or medical certification.
- Employee has exhausted up to 40 total hours of his/her accrued time (personal time, and vacation time) or employee has a reduced balance of accrued but unused time that will not cover a foreseen qualifying sick leave event, leaving employee in an unpaid leave status;
- Employee has not been approved for or be receiving any benefits such as Workers Compensation

Donation Criteria:

Employees may donate sick time if the donating employee:

- Voluntarily elects to donate time and does so with the understanding that donated time once used by the recipient will not be returned;
- Donates in full hour increments;
- Retains a time balance of at least 240 hours (equivalent of 6 weeks) of sick time;
- Employees will be required to complete a Leave Donation Form.
- Employees who wish to donate time must identify the employee for whom the donated time is intended, and the number of hours to be donated;
- That the time is donated voluntarily and the employee understands that the donated time once used by the recipient will not be returned.

General Provisions

Employees using donated time shall be considered in an active pay status and shall accrue sick time and be entitled to any benefits to which they would otherwise be entitled.

- The use of donated time by an employee will be charged toward his/her annual FMLA time.
- Time accrued by an employee while using donated time shall be used, if necessary, in the following pay period before additional donated time may be used or received.
- Donated hours will be debited from the donor's accrual at the time of their use by the recipient. Hours are credited to the recipient's accrual pay period by pay period.
- As donation forms are received by the Department of Human Resources for any one employee, the hours will be transferred so as to cover the recipient's immediate payroll need.
- Donations will be debited in the order in which they are received by the Department of Human Resources.
- When a recipient is able to return to work before all donated time is used, the left over hours will not be debited.
- Donated time cannot be converted to a cash benefit in any situation.

The Department of Human Resources will send notice via email to all employees as requests for donations are received. No requests other than those made through this policy will be honored. The employee requesting sick time donation understands his/her information is made known to other staff members and that confidentiality shall be maintained at all times.

Procedure To Request Donated Leave

- To determine if an employee is eligible to receive donated time as a result of their own or an eligible family members serious medical condition, the Department of Human Resources must be provided with sufficient documentation to establish the existence of a serious medical condition.
- An employee requesting donated time will complete the Leave Donation Request Form and the appropriate FMLA Certification of HealthCare Provider Form and/or medical certification.
- After receipt of the appropriate forms, the Director of Human Resources (or designee) will review the application to ensure it meets the standard for use of sick time as well as the criteria for

donated time established in this policy.

- It is the responsibility of the employee to provide sufficient documentation for certification. Time donation requests will not be approved or processed until all necessary documentation is provided.
- Donors will not be given any confidential information regarding the requestor without the requestor's specific permission.

At no time may an employee personally request a donation from another employee or ask or allow another employee to seek donations on his/her behalf. All requests for donated time will come from the Director of Human Resources (or designee) as described in this policy.

Donor process

Employees wishing to donate time to a fellow employee must complete the Leave Donor Form and certify the following information:

- The name of the employee for whom the donated time is intended;
- The number of hours to be donated;
- The pay period for which the donation shall commence;
- The donating employee will retain a minimum balance of at least two hundred forty (240) sick hours, and;
- The Donor Form needs to be sent to the attention of the Director of Human Resources.

Donation Process

- The Director of Human Resources will verify the donor's hours and inform the Finance Department of the need to deduct hours from the donor's bank and add hours to the requestor's bank on a payroll by payroll basis.
- Donations will be processed in the order they are received and at no time can an employee receive/use more than 480 hours in donated time during any rolling calendar year.
- All donee's time shall be used before any donor time is used.