

BENTON COUNTY
POLICY ON VOLUNTARY TRANSFER OF ANNUAL LEAVE

IT IS THE POLICY OF BENTON COUNTY TO ALLOW AN EMPLOYEE TO TRANSFER ANY PORTION OF HIS OR HER ANNUAL LEAVE, AS DEFINED IN THIS POLICY, TO ANOTHER EMPLOYEE IN NEED OF SUCH LEAVE DUE TO A FAMILY OR MEDICAL EMERGENCY, A LENGTHY ILLNESS, OR INJURIES. THE TRANSFER OF ANNUAL LEAVE SHALL BE IMPLEMENTED AS FOLLOWS:

I. Definitions:

- A. Annual leave is defined as vacation leave only and does not include compensatory time or any other accrued paid leave time.
- B. Accrued paid leave includes vacation, sick leave, compensatory time, and any other accumulated paid leave time.

II. Policy:

- A. The recipient employee shall exhaust all accrued paid leave, or shall be able to demonstrate that all accrued paid leave will soon be exhausted before being eligible to receive any transferred annual leave.
- B. The transferring party must either:
 - (1) Have taken at least forty (40) hours of annual leave in the previous twelve (12) months, or
 - (2) Have no less than forty (40) hours of accrued paid leave after the transfer is completed.
- C. All requests for transfer of annual leave shall be submitted on a Voluntary Transfer of Annual Leave Request form (see Attachment A) to the Elected Official(s) or Department Director(s) for each party. Each request shall include:
 - (1) The amount of leave to be transferred;
 - (2) The names, signatures, and departments of the employees donating and receiving the transfer; and
 - (3) A statement that the receiving party has exhausted, or the date by which the employee will exhaust, all accrued paid leave.
- D. Approval of the transfer is at the discretion of the applicable Elected Official(s) or Department Director(s). If the transfer is approved, the applicable Elected Official(s) or Department Director(s) shall sign the request and submit it to the Benton County Auditor's Office for processing, with a copy to the Benton County Personnel Resources Department.

- E. Each Elected Official or Department Director shall be responsible for monitoring the use of the transferred leave and for keeping the appropriate records. This includes keeping a copy of the Voluntary Transfer of Annual Leave Request form on file, monitoring and approving the amount of leave transferred and used, monitoring when transferred leave is exhausted, and monitoring when the receiving party's need for leave ceases. To the extent possible, the Elected Official or Department Director will deduct the time used evenly among the donors (e.g. if eight (8) people donate ten (10) hours of leave apiece and the recipient takes one (1) day off, one hour will be deducted from each donor).
- F. In the event the transferred leave is no longer needed, or upon cessation of employment with the County by the receiving employee, any and all remaining transferred leave shall be returned, in equal portions if possible, to the employee(s) who donated the leave. Determinations regarding the distribution of unused returned leave shall be at the discretion of the applicable department head or elected official.
- G. This policy shall apply to all Benton County non-bargaining employees. Transfers may occur between non-bargaining employees and members of bargaining unit only if the applicable collective bargaining agreement provides for voluntary transfer of annual leave.

RESOLUTION

38 437

BEFORE THE BOARD OF COMMISSIONERS OF BENTON COUNTY, WASHINGTON:

IN THE MATTER OF ESTABLISHING A POLICY ALLOWING EMPLOYEES TO VOLUNTARILY TRANSFER VACATION LEAVE TO ANOTHER EMPLOYEE IN NEED

WHEREAS, the Board of Benton County Commissioners approved a pilot program for voluntary transfer of annual leave on April 21, 1997; and

WHEREAS, the vacation leave pilot program has served an identified need, been well accepted by employees, and encountered no administrative complications; **NOW THEREFORE**

BE IT RESOLVED, that the attached voluntary transfer of annual leave policy, as modified from the policy implemented April 21, 1997, shall continue as an on-going policy effecting non-bargaining employees; and

BE IT FURTHER RESOLVED, that the attached voluntary transfer of annual leave policy shall only be effective for employees covered by labor agreements that specifically provide for voluntary transfer of annual leave; and

BE IT FURTHER RESOLVED that nothing in this resolution is intended nor shall it be interpreted in any way as limiting or compromising the County's status as an "at will employer" and the Board of Benton County Commissioners reserves the right, without notice, to modify any part or all of this Resolution and referenced policy.

Dated this 31st day of Aug, 19 98

Leo M Bouma
Chairman of the Board.

Claude L. King
Member.

May E. Bailey
Member.

Constituting the Board of County Commissioners of Benton County, Washington. **BAILEY**

Attest: Jeri Lujan Cabbage
Clerk of the Board

PERFECT PRINTING, PROSSER

cc: All Offices and Departments; Auditor's Office; Personnel; payroll; policy book Personnel Resources Department