

DUPONT, WA

7.06 SHARED LEAVE PROGRAM

The City Administrator may authorize employees to donate their accrued vacation and/or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary, *life-threatening, prolonged medical condition*, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions shall apply:

1. The employee suffers from an extraordinary, life-threatening or prolonged medical condition, injury, or physical or mental condition that will require an employee to be off from work for twenty (20) consecutive working days or more and which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment.

2. The employee has completed six months of the applicable City probationary period.

3.. A voluntary leave transfer shall not result in the donor employee reducing his/her *vacation to eighty (80) hours* or sick leave balances to less than forty (40) hours. *Transfer of leave shall be authorized by the City Administrator and will be in increments of one day of leave.* Leave is donated on an hour for hour basis with no relation to actual earnings of either the donor or the recipient. All donations of leave are strictly voluntary and confidential.

4. The employee receiving donated leave has depleted or will shortly deplete his or her *accumulated leave including vacation, sick, compensatory time, and floating holidays.*

5. Prior to the use of shared leave, the employee has abided by the City's sick leave policy.

6. The employee has diligently pursued and is found to be ineligible for State industrial insurance benefits.

7. For employees eligible for unpaid FMLA leave, shared leave must be used concurrently as the unpaid FMLA.

8. The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided by the department head with concurrence of the City Administrator based on its conformity to policy intent and must be handled consistently and equitably.

9. While an employee is using shared leave, he or she will continue to receive the same treatment in respect to salary and benefits that the employee would otherwise receive if using vacation or sick leave. Unused donated shared leave may be returned to the donor(s).