

UNIVERSITY PLACE

7.06 SHARED LEAVE PROGRAM

The City Manager may authorize employees to donate their accrued vacation or sick leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition that has caused or is likely to cause the employee to take leave without pay. The following conditions apply:

1. To be eligible to donate either vacation or sick leave an employee must have at least eleven (11) days of accrued vacation or sick leave. In no event shall a leave donation result in the donor reducing a vacation or sick leave balance to less than ten (10) days. Transfer of leave will be in increments of one day. 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.
2. For an employee to receive donated leave, the employee must first exhaust all of the employee's own accumulated compensatory time and sick leave and have a vacation leave balance not greater than eighty (80) hours. An employee may receive donated leave and still retain up to eighty (80) hours of accrued vacation leave.
3. An employee using shared leave will continue to receive the same salary and benefits as an employee using vacation or sick leave. Unused donated leave can be given back to the donor(s).