

<b>CITY OF WESTPORT</b> <b>POLICY</b>	<b>Leave Sharing Program For Employees</b>
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<b>INDEX:</b> <b>LABOR RELATIONS 400-012</b>	<b>EFFECTIVE DATE</b> <b>01/12/99</b>	<b>APPROVED LAST AMENDED</b> <b>01/12/99      02/25/03</b>
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REFERENCE | *CITY OF WESTPORT*

PURPOSE | To permit City employees to provide vacation and/or compensatory time to a fellow City employee suffering from an illness or injury who is out of sick leave, vacation time, floating holidays, and compensatory time, and who will imminently go on leave without pay. It is understood and agreed as follows:

POLICY |

**A. General**

1. An employee may receive the leave sharing benefit from another City employee, and may donate to another City employee.
2. All leave donated under the leave sharing arrangements shall be day for day. A day shall be considered (8) hours. No differentiation will be made between the salary level of the donor and the recipient.
3. There shall be no retroactive application of donated leave.
4. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave
5. Donations to the leave-sharing program shall be confidential.

**B. Eligibility to Receive Leave:**

1. An employee may receive leave if the employee suffers from a severe or extraordinary illness, or a non-job-related injury which causes the employee to go on leave without pay.
2. Requests to receive the leave sharing benefit shall be submitted to the City Administrator. The decision of the City Administrator shall be final; however, such leave shall not be unreasonably withheld.
3. An employee receiving a leave sharing benefit must have exhausted his or her sick leave, vacation time, compensatory time, and floating holidays.

4. An employee receiving a leave sharing benefit must have abided by the City's policies respecting sick leave in that there is no pattern of sick leave abuse.
5. Initial Grants of shared leave shall be for a period of sixty (60) working days or less. The City Administrator may approve requests for additional leave not to exceed 120 days under extreme circumstances when the need is verified by a physician chosen by the City.
6. An employee receiving the leave sharing benefit shall receive no more than a total of 120 days of such leave during the course of his or her employment with the City of Westport.
7. The employee's position must be one in which vacation and sick time can be accrued and used.
8. The employee must be eligible to use vacation time and sick leave.
9. The employee must not be receiving time loss payment as a result of an on-the-job injury.

**C. Donating Leave:**

1. All donations shall be in full days. An employee may donate a maximum of ten (10) days vacation time, sick leave, or compensatory time or any combination that does not exceed ten (10) days in any calendar year.
2. Donations of vacation time may not bring the donor's vacation time balance below thirteen (13) days. Donation of sick leave may not bring the donor's sick leave balance below 160 hours.
3. All donations shall be strictly voluntary and shall be done on the Leave Request form. The donor shall designate the recipient.
4. Once leave has been donated, it becomes the recipient's leave in the recipient's account.

ATTACHMENTS | None