




## Administrative Policy

<b>Title: Voluntary Donation of Annual Leave</b>				
<b>Administered By: Administrative Services Department (Human Resources)</b>				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
01400.203	07-05	10-28-16		

### **PHILOSOPHY:**

The City of Corona recognizes that the employees of the City are the keys to our success. Recognizing this, the City has endeavored to create programs which help to provide a supportive work environment.

Through the Voluntary Donation of Annual Leave Program full-time employees can play an active supportive role by contributing annual leave to an employee facing a "Medical Emergency". Contributions can make a difference for employees who have exhausted their own annual leave accruals.

### **SUPERSEDED POLICIES:**

This policy supersedes and replaces the following policy, which is hereby eliminated in its entirety and is of no further force and effect:

- Administrative Policy 200.35 (Voluntary Donation of Annual Leave)

### **DEFINITIONS:**

**(A) ELIGIBLE EMPLOYEE:** Only employees in full-time positions who anticipate exhausting their leave balances are eligible to participate in the Voluntary Donation of Annual Leave Program.

**(B) MEDICAL EMERGENCY:** “Medical Emergency” means a medical condition of an employee, or a Family Member of such employee, that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

**(C) FAMILY MEMBER:** “Family Member” means the following relatives of an Eligible Employee: spouse, registered domestic partner, child, step-child, foster child, parent, grandparent, sibling, or other individual deemed to be the Eligible Employee’s dependent.

**POLICY:**

An Eligible Employee may receive donated leave equal to the balances of the annual leave, sick leave, and frozen sick leave in the Eligible Employee’s account up to a maximum of 240 hours of donated leave. The determination on the balance of leave in the Eligible Employee’s account will be made by Human Resources based on when the Medical Emergency was first diagnosed or discovered and verified by a doctor. The City Manager may, at his discretion, allow additional leave hours to be donated beyond that which is in the Eligible Employee’s leave account, up to the 240 hour maximum, depending on special circumstances.

Donated leave is annual leave that is contributed to a full time employee who has exhausted (or will be exhausting) his/her available leave balances due to a Medical Emergency. Eligible Employees who are probationary employees will have access to their leave balances in accordance with the limitations set forth in their respective MOU; however, probationary employees will also be eligible to receive and use annual leave donations in accordance with this Policy.

Donated leave is established by approval of the Department Head, Assistant City Manager/Administrative Services Director, and City Manager. A memo is generated by the Eligible Employee’s Department Head requesting permission to seek annual leave donations.

Once approved by the City Manager and Assistant City Manager/Administrative Services Director, the Eligible Employee’s department may then send out a formal announcement soliciting donated leave.

Announcements may be general to all City employees, directed to specific departments or to specific individuals.

## **GUIDELINES:**

### **Eligibility for Donations**

1. Having a medically documented Medical Emergency which would otherwise require the Eligible Employee to be on unpaid leave without donations of annual leave.
2. To be eligible to use the donated annual leave, the Eligible Employee must have exhausted all available leave balances , and no longer be working a full-time schedule.
3. Requests must be signed by the Department Head and forwarded to the Assistant City Manager/Administrative Services Director and, subsequently, the City Manager for approval.

### **Donor Guidelines**

1. All donations are voluntary.
2. Donations must be in whole hour increments.
3. Donations are converted from the hourly rate of the donor to the hourly rate of the recipient, exclusive of any assignment, differential or other non-base pay.
4. After any donation, the donor's annual leave balance must be at least 80 hours.
5. Donated hours are irrevocable once logged by the Administrative Services Department Payroll Division, unless returned to the donor once the recipient returns to full time work or has met the maximum donation of hours.

## **PROCEDURE:**

1. Eligible Employee requests approval from their Department Head to solicit for donated leave. Human Resources may request a note from the treating physician be attached confirming a need for medical leave of absence and that the condition qualifies as a Medical Emergency.
2. Department Head generates a memo to Assistant City Manager/Administrative Services Director for signature. The Assistant City Manager/Administrative Services Director forwards the memo to the City Manager requesting approval.
3. A formal announcement, generated by the Eligible Employee's department, is distributed.

4. A donation by an employee wishing to donate annual leave is initiated by sending their request via City email to [leavedonation@ci.corona.ca.us](mailto:leavedonation@ci.corona.ca.us) with a cc to their supervisor. The subject should be the name of the employee receiving the donation and the body of the email should include the number of hours to be donated.
5. Donated hours will be deducted from the donor's annual leave balance on an as-needed basis in the pay period they will be used. Donated hours are converted to dollars and used to compensate the recipient at the recipient's regular base rate of pay.
6. Donations will be listed in the order in which the Administrative Services Department receives them. Each pay period, a sufficient number of donor hours will be converted and used.
7. When an Eligible Employee returns to regular full time work, a balance of 40 hours of donated leave may be retained for a period of three (3) months to be used for additional time off that may be needed as related to the original Medical Emergency. After three (3) months, the remaining donated hours will be returned to the donor(s).
8. Unconverted donations shall revert to the donor based on the order they were received.
9. When an Eligible Employee is solely using donated annual leave, they are no longer eligible to accrue their own leave hours.

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**PRIOR VERSIONS**

ISSUED: 07-05

REVISED: 10-15-09