**BENEFITS 208 – TIME OFF DONATION POLICY**

*(Adopted June 1, 2012)*

The Time Off Donation Policy provides our employees the opportunity to assist another employee who is facing a personal, serious illness or injury or caring for an immediate family member who has a serious illness or injury. Specifically, this policy allows multiple employees to donate a combined maximum of four weeks of accrued vacation time to an employee when the receiving employee needs time off that is not otherwise covered by any existing time off benefits.

A donating employee can donate a minimum of one hour and a maximum of 35 hours to an employee in a rolling 12-month period. Donations must be made in 1 hour increments. Only previously accrued vacation time may be donated. Donations must be made in the form of time off from work and cannot be “cashed out” for the equivalent dollar value of that time off.

The number of hours paid per week (up to a maximum of 35) will be based on the average number of hours the receiving employee worked per week for the last 12 weeks that the employee has worked preceding the initiation of the donation request process. This calculation is primarily for part-time employees whose standard work week may be less than 35 hours.

**Ineligible situations**

This policy may **not** be used in situations in which the employee who would receive the donation:

1. Is experiencing a normal pregnancy or common illness (cold, minor surgery,
2. sprain, etc.)
3. Has an illness or injury covered by Short-Term Disability (STD), Long-Term
4. Disability (LTD) policy or Worker’s Compensation benefits
5. Has other paid benefits that apply (state paid family leave benefits, etc.)
6. Has vacation, personal time or sick time still available

**Eligible situations**

This policy can be used for occasions when:

The receiving employee has a serious illness or injury (such as cancer, serious accident, major surgery, AIDS, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice or residential health care and the employee needs time off.

The employee is providing care for an immediate family member (parent, spouse, children, sibling, in-laws, grandparents or any permanent member of the household) who has a serious illness or injury (such as cancer, serious accident, major surgery, AIDS, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice or residential health care and the employee needs time off.

The receiving employee has exhausted all of his/her paid time off (Vacation, Personal, and Sick) before receiving donated vacation time under this policy.

The receiving employee is not covered by or is eligible for Short-Term Disability (STD), Long-Term Disability (LTD), Worker’s Compensation or other paid leave benefits when they receive the donated vacation time. However, the receiving employee may initiate the vacation donation request process in anticipation of the expiration of such benefits.

Guidelines

* Donations will not be reversed. By signing and submitting a Donation Form you are approving the library remove the time from your Vacation Balance.
* Donated vacation time may be received from multiple donors. There is no

guarantee the full request will be filled as the hours received is directly

based on the number of hours donated.

* Donations are only accepted from vacation time. Sick, personal and floating

holiday time may not be donated.

* Donations are received on a first come, first give basis. Donations will be denied

when the receiving employee reaches his/her maximum donation amount.

* Donated vacation time will be transferred on a dollar-to-dollar calculation rather

than hour-to-hour based on current rate of pay at the time of transfer. (Example:

the employee donating gives 4 hours, which is multiplied by his/her hourly rate of

$10/hr. for a donation equivalent of $40. The receiving employee’s hourly rate is

$8/hr. The donation equivalent of $40 is divided by the receiving employee’s

hourly rate. They receive 5 hours of vacation time because of the dollar-to-dollar

conversion.)

* Donated time off cannot be used retroactively (i.e., for pay periods prior to

receiving the donation).

* Donated time off cannot be cashed out.

**Using donated vacation time**

The donated time must be used for the employee’s need to be away from work for the care of his/her own or an immediate family member’s serious illness or injury. If the employee’s need for time off is in the future or intermittent, the immediate supervisor in conjunction with the Business Office will work with the employee to be sure the time is submitted appropriately.

**Leaving the Company**

Receiving employees will be paid for unused donated vacation time if they leave the library before the time is exhausted. Vacation benefits will not be paid during any resignation period to extend the employee’s resignation period or time of service with the library.