

	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	12.15.11
	Effective Date:	01.30.12
	Revised Date:	06.20.13
<b>LEAVE DONATION</b>		

### **Purpose**

These procedures establish guidelines for the County of Summit, Ohio '(County)' to administer County Ordinance 169.22 'Leaves of Absence' (d) 'Leave Donation' and related sections. The purpose of the leave donation program is to allow employees to voluntarily provide assistance to coworkers who are in critical need of time off due to an extraordinary or severe illness or injury of the employee or employee's spouse, domestic partner, child or parent. The terms spouse, child and parent shall be defined for the purposes of this policy as such terms are defined under the Family Medical Leave Act. The term domestic partner shall be defined for the purposes of this policy as it is defined in County Ordinance 169.22(c)(4).

### **Revision History**

These procedures supersede all previous policies and procedures regarding leave donation

### **Persons Affected**

These procedures apply to all County employees as defined in 169.22 ( 1 ) (a) *but does not apply to those employees paid from a restricted fund, where legal restrictions would prevent an employee from receiving/donating leave pursuant to the leave donation program.*

### **Principles Behind Policy**

The principle behind County Ordinance 169.22(d) and related sections is to enable Summit County's leave donation program to meet its purpose and operate fairly.

### **Applicable Law**

County Ordinance 2006-504 and 2011-380

### **Definitions**

1. The following conditions/situations qualify as an extraordinary or severe illness or injury;

<b>LEAVE DONATION</b>	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	12.15.11
	Effective Date:	01.30.12
	Revised Date:	06.20.13

- A. In-patient care in a hospital or residential medical facility for ten (10) or more days, or
- B. In-patient care in a hospital or residential medical facility with a prolonged recovery period, or
- C. Multiple traumatic injuries with a prolonged recovery period, or
- D. In-patient care in a hospice, or
- E. Out-patient surgery with a prolonged recovery period, or
- F. Ongoing outpatient care for a life threatening condition such as cancer.

2. Prolonged recovery period means that it is medically necessary for the employee to be off work for a period of at least ten (10) working days.

### **Procedures**

#### ***Request to Receive Donated Leave***

To receive donated time a 'Recipient Application' (see attached form) must be completed and certified by the employee's payroll officer/HR Rep indicating that the employee will have no accrued paid leave and that the employee has exhausted any other paid leave, workers compensation benefits or benefits program for which the employee is eligible. There must be certified medical documentation attached stating the nature of the illness or injury and the duration of such. The request is then forwarded to the Human Resource Commission for approval. The Human Resource Commission will return the signed form to the requesting employee's human resource office. At this time the Human Resource Commission will notify employees of all eligible elected officials of the need for donated leave. Employees from other appointing authorities may donate to the recipient. (as defined in 169.22 ( d ) An employee is not eligible to receive if paid from a restricted fund, where legal restrictions would prevent the employee from receiving donated leave pursuant to the leave donation program. An employee may receive no more than two thousand eighty (2080) hours of donated leave per qualifying condition.

<b>LEAVE DONATION</b>	Approval Date:	03.17.08
	Effective Date:	03.17.08
	Revision Date:	12.15.11
	Effective Date:	01.30.12
	Revised Date:	06.20.13

### ***Request to Donate Leave***

Employees voluntarily willing to donate shall complete the 'Donor Application' (see attached form). The Donor Application will be completed in same manner as the recipient's and forwarded to the Human Resource Commission for approval. No employee shall donate more than 480 hours of his or her accumulated leave in each calendar year and must maintain a sick leave balance of at least 80 hours. An employee is not eligible to donate if paid from a restricted fund where legal restrictions would prevent an employee from receiving donated leave pursuant to the leave donation program.

### ***Transfer of Leave***

The donated leave shall transfer in hours and shall not necessitate any transfer of funds. The hours shall be transferred on an hour-for hour basis without regard for differences in hourly rate of pay. The donated leave shall be paid by the receiving employee's department at the employee's base rate of pay. Hours are transferred by the recipient/donors payroll office (unless cross donation) each pay period as needed.