



### Leave Sharing

Pursuant to subsection 1.12.230.A.2, Permissible Use of Paid Sick Leave, and subsection 1.12.248.B Permissible use of Personal Time Off accruals, the City Council finds that (1) City employees historically have joined together to help their fellow employees suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which prevents the individual from working and causes great economic and emotional distress to the employee and his or her family; and (2) these circumstances may be exacerbated because the affected employees use all their accrued sick leave, vacation leave or Personal Time Off and are forced to take leave without pay or terminate their employment.

Therefore, the City Council hereby provides for the establishment of a leave sharing program as follows:

- A. The Human Resources Director may permit an employee to receive leave under this section if:
  1. The employee suffers from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to:
    - a. Go on leave without pay status; or
    - b. Terminate City employment;
  2. The employee's absence and the use of shared leave are justified;
  3. The employee has depleted or will shortly deplete his or her leave reserves;
  4. The employee has abided by department rules regarding sick leave/Personal Time Off use; and
  5. The employee has diligently pursued and been found to be ineligible for benefits under Chapter 1.12.
- B. The Human Resources Director shall determine the amount of leave, if any, which an employee may receive under this section.
- C. Donated leave shall be utilized in the order of receipt by the Human Resources Department (first in, first out). Such leave shall be donated in eight-hour increments.
- D. An employee who has accrued sick leave or Personal Time Off balance of more than 80 hours may request that the Human Resources Director transfer a specified amount of leave to another employee authorized to receive leave under subsection A of this section. In no event may the employee request a transfer of an amount of leave that would result in his or her sick leave or Personal Time Off account going below 80 hours.
- E. Transfers of leave made by the Human Resources Director under subsection D of this section shall not exceed the approved amount.
- F. While an employee is on leave transferred under this section, he or she shall continue to be classified as a City employee and shall receive the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued leave. All such current accruals shall also be depleted prior to any continuing use of donated hours.
- G. Leave transferred under this section shall not be used in any calculation to determine a department's allocation of full time equivalent staff positions.
- H. The amount of any leave time transferred under this section which remains unused shall be returned at its original amount to the employee or employees who transferred the leave when

the Human Resources Director finds that the leave is no longer needed or will not be needed at a future time in connection with the illness or injury for which the leave was transferred.

- I. Employees donating leave hours will not receive payment for these hours at time of resignation or retirement.

(Ord. 26379 § 4; passed Mar. 16, 1999; Ord. 24519 § 1; passed Jan. 2, 1990)

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