

CITY OF FRISCO PERSONNEL POLICIES
SECTION: LEAVE

Subject: DONATION OF LEAVE

Effective Date: 01/20/2010

Approved By: Ordinance 18-04-17

Revision Date: 04/03/2018

I. STATEMENT OF PURPOSE:

The purpose of this policy is to identify the rules and procedures regarding the donation of leave to city employees on unpaid leave.

This policy will allow city employees to donate vacation, holiday and compensatory leave time to employees on continuous Family Medical Leave (FML) or continuous City Leave of Absence (City LOA) whose qualifying leave balances have been exhausted. The City is an equal opportunity employer. The City does not require donation of leave. Donation of leave is a voluntary choice by individual employee(s). In determining eligibility to request and receive donated leave, the City does not discriminate on the basis of membership in a protected class, whether gender, age, an employee's disability, if any, (as that term is defined by the Americans with Disabilities Act, the Americans with Disabilities Amendment Act of 2008), or any other class protected by a statute, regulation or ordinance governing the City of Frisco.

II. ELIGIBILITY:

Employees eligible to receive donations must:

- be on continuous FML or City LOA for their own condition, or be on continuous FML for an eligible dependent's condition;
- be eligible to accrue sick leave; and
- have exhausted all available sick, vacation, holiday and compensatory leave.

Employees eligible to donate vacation, holiday and compensatory leave must:

- be employed with the City for at least one year; and
- be eligible to use their accrued leave.

III. DONATION MAXIMUMS:

Leave for an employee's own serious health condition:

- a. The lesser of 180 calendar days after accrued leave is exhausted, or the minimum required to cover the approved leave period under FML or City LOA; and
- b. If the recipient is receiving Short Term Disability, the combined disability paid hours and donated hours cannot exceed 100% of the employee's scheduled

work hours (e.g. 40% disability + 60% donations = 100% of employee's scheduled work hours).

Leave for an eligible dependent:

- a. The lesser of 30 calendar days after accrued leave is exhausted, or the minimum required to cover the approved leave period under FML.

III. **PROCEDURES:**

All communication regarding an employee's eligibility and request for donations will come from Human Resources. Eligible employees requesting donations must contact Human Resources.

Employees eligible to donate time must complete a Donation of Leave form and submit the form to Human Resources. Donated vacation, holiday, or compensatory leave will be subtracted from the donor's balance and transferred to the recipient in an hour-for-hour transfer regardless of accrual rate or hourly value of the donors leave. Processed donations are final and cannot be withdrawn.