



Administrative Regulation

Leave Donation

Policy #	03-02.06
Effective Date:	June 4, 2019
Revision Date:	November 8, 2021
Owner:	Human Resources

Purpose:

This policy sets forth a process for employees to donate leave to other employees who are eligible to receive leave donation.

Scope:

This regulation applies to all employees.

Policy:

A voluntary leave donation may be requested for a medical emergency of an employee or a spouse or child living in the same home that require a prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee has exhausted all available accrued paid leaves and is not receiving disability insurance benefits. A prolonged absence can include intermittent absence so long as it's related to the same condition.

To be eligible to receive a leave donation, an employee must be employed by the City for at least 90 days and must be eligible to accrue paid leave time.

Procedure:

1. Recipient Request for Donations.

- 1.1. A written Leave Donations must be submitted by the employee or on behalf of the employee using the Leave Donation Request Form, specifically describing the medical emergency or condition and submit the form to Human Resources (HR).
- 1.2. The employee requesting donations will decide how much information they wish to disclose to all Springfield employees.
- 1.3. If employee is not capable of completing the request, the employee's family may make the written application on their behalf.
- 1.4. HR will send a City-wide email regarding leave request and collect leave donation forms. The requesting employee and medical information will not be shared in the communication.
- 1.5. Leave donations are made voluntarily and anonymously.

2. Employee Leave Donation Process.

- 2.1. Employees may donate accrued vacation time, paid time off (PTO), floating holiday, or sick leave. Donated leave will be transferred hour-for hour as sick leave to the recipient.
 - 2.1.1. Employees cannot donate less than 2 hours per event and may donate no more than 40 hours of leave per calendar year, per event.
 - 2.1.2. Employees must have a minimum of 80 hours left in their leave bank after donating hours.
 - 2.1.3. Once the leave donation form is submitted, the donation is considered irrevocable.
- 2.2. Donations of vacation, PTO, and floating holiday will be used, as needed, on a first-in first-out basis.
 - 2.2.1. After donated vacation, PTO and floating holiday hours are used, donated sick leave is used on a first-in first-out basis.
- 2.3. Donations will be removed from the donator's leave bank and credited to the receiving employee as needed. Unused donations will be returned to the donator.
- 2.4. Eligibility for using donated leave stops if:
 - The employee returns to work, or
 - disability insurance begins, or
 - the employment ends.
- 2.5. Taxes will be paid by the recipient at the time the hours are utilized.

Definition

1. "*Medical emergency*" is a major illness or other medical condition (e.g., heart attack, cancer, etc.) that requires a prolonged absence from work, including intermittent absences related to the same illness or condition, also death of parent, spouse or child.
2. "*Prolonged absence*" as used in this regulation means a consecutive period of time typically lasting a minimum of 7 calendar days, including intermittent absences related to the same illness or condition.
3. "*Substantial loss of income*" is when an employee has exhausted all other available paid leaves.

Resources:

Administrative Regulations:

1. [Family Medical Leave \(03-02.02\)](#)
2. [Leave of Absence \(03-02.03\)](#)
3. [Paid Time Off \(PTO\) \(03-02.01\)](#)
4. [Sick Leave \(03-02.04\)](#)
5. [Vacation \(03-02.05\)](#)

Forms:

1. Leave Donation Request Form
2. Leave Donation Form

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Gino Grimaldi, City Manager	Dates:	06/04/2019
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	Section 4.12 of the Employee Handbook regarding Leave donation.		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
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Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:	Human Resources		
	Revised By:	Chaim Hertz		
	Approved By:	Nancy Newton, City Manager	Date:	11/8/2021
	Reason/Summary of Changes:	Changes to comply with confidentiality requirements. Requests for donations need to be directed to HR and the announcement must come from HR, without disclosing who is making the request. Also, removal of Comp time as an eligible donation per IRS requirement as Comp Time is not a leave donation its hours worked.		