

## SECTION 8

### LEAVES OF ABSENCE

#### 8.1 GENERAL POLICY

The following are officially established types of leave: holidays, vacation, sick, bereavement, injury, military, civil, training, family/medical, and extended leave of absence without pay. These leaves may be granted at the discretion of the Department Director in conformance with established rules and policies for each leave and may be subject to authorization from the Personnel Director and/or City Manager as specified. All departments are required to maintain permanent records of any absences from duty of their employees.

#### 8.2 HOLIDAYS

**Scope:**

The following holidays, and any additional holidays that the City Council may declare, are paid holidays for all employees of the City unless otherwise provided for by a bargaining agreement:

<b>New Year's Day</b>	<b>Veteran's Day</b>
<b>Martin Luther King's Birthday</b>	<b>Thanksgiving Day</b>
<b>President's Day</b>	<b>The day after Thanksgiving Day</b>
<b>Memorial Day</b>	<b>Christmas Eve</b>
<b>Independence Day</b>	<b>Christmas Day</b>
<b>Labor Day</b>	

**Eligibility:**

It is the City's policy to ensure that all employees occupying permanent positions with the City of Melbourne enjoy the same number of holidays per year. In order to receive pay for an observed holiday, an employee must not have been absent without departmental approval on the workday before the holiday nor absent without approved leave on the workday after the holiday.

**Provisions:**

Observed Holidays: Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. For permanent employees on a workweek other than Monday through Friday, the Department Director shall designate the workday that will be observed as the holiday.

Work during a Holiday: Non-exempt employees who are required to work or to render service on the observed holiday shall be compensated at one and one-half times the hourly rate of pay for those hours worked, in addition to receiving straight time holiday pay. Exempt employees shall earn compensatory time for the time worked.

Holidays for part-time permanent employees: Part-time employees who occupy permanent positions with the City shall be paid for observed holidays that fall on days for which they would otherwise be scheduled to work, according to the number of hours for which they are scheduled to work on that day.

Holidays during vacation leave: If an observed holiday falls during an employee's scheduled vacation leave, the employee will not be charged vacation time for that holiday.

### 8.3 VACATION LEAVE

**Policy:**

It is the policy of the City to provide its employees with accrued vacation leave with pay.

**Comment:**

Permanent full-time employees shall accrue vacation leave in accordance with the following formula:

<b>Years Worked</b>	<b>Annual vacation hours earned</b>
1 - 5	80
6 - 9	96
10-14	120
15+	176

Permanent part-time employees shall accrue vacation leave proportionate to the full-time rate

Accrued vacation leave shall not exceed 520 hours maximum. For the Assistant Fire Chiefs and Battalion Chiefs who work a fifty-six (56) hour work week, vacation leave shall not exceed 2160 hours. Employees represented by the IAFF, PBA, and LIU shall accrue vacation leave in accordance with their respective union contracts.

**Eligibility:**

An employee is eligible to take approved vacation after completing 6 months of satisfactory service.

**Provisions:**

Probationary Period - Employees serving a new-hire probationary period shall accrue vacation leave in accordance with the provisions of this section. New-hire, probationary employees are not eligible for paid vacation leave during their first 6 months of employment.

Scheduling - Requests for vacation shall be made at least five (5) working days in advance of use. In emergency cases, the Department Director may waive this requirement. The responsibilities of an employee's job may require the Department Director to restrict the scheduling of vacation during certain periods of the year. When practicable and in the best interests of the City, a Department Director may require the use of vacation time in amounts of forty (40) or more hours. Employees becoming sick while on vacation may use sick time for such period of illness providing a doctor's certificate is presented to the employee's Department Director for the Employee Health Nurse. Once an employee has requested that leave time be designated as sick or vacation and the request has been processed and charged to the employees leave balance, this designation may not be changed without the approval of the City Manager.

Advancement of Pay - Payment of accrued vacation time in lieu of actually taking vacation will not be permitted except as follows: (1) Employees entering military service, (2) separation from City employment, and (3) emergency or hardship cases with approval of the City Manager.

Accruals while on Leave - Employees shall continue to accrue leave while on approved vacation or sick leave. Accruals will cease when an employee is on an unpaid leave status.

Separation - Employees leaving employment with the City for any reason will be paid for any vacation credit earned, not to exceed the maximum, as of the date of their final paycheck. Upon entering DROP, employees may elect to receive up to 500 hours of their accrued vacation leave. If elected, this payout will be included in an employee's final retirement calculation for benefits. Police and Fire pension members should refer to their pension plans and/or union contracts for details about DROP benefits. All earned vacation of employees who die in the service of the City shall be paid to the spouse or estate of said individual.

#### **8.4 SICK LEAVE**

**Policy:**

It is the policy of the City of Melbourne to provide sick leave to all employees in permanent positions. Sick leave is a privilege which is granted to employees in order to compensate them for absences due to:

- Incapacitation by illness or injury which prevents the performance of duties.
- Medical, dental, or optical treatment or examination.
- Exposure to contagious disease, where the presence of the person at their post of duty would jeopardize the health of others.
- Treatment or consultation for mental illness.
- Rehabilitation or therapy for alcoholism, drug addiction, or any other addictive condition which is dangerous to the employee's health.
- Immediate family member illness. Immediate family is defined for purposes of this Section as the employee's father, mother, spouse, child or step child.

**Eligibility:**

All employees in permanent full-time and part-time positions are eligible to accrue sick leave. However, no employee shall be granted sick leave with pay until completing six (6) months of satisfactory service.

In order for an employee to be eligible to receive payment for sick leave for the reasons outlined above, the employee is required to notify his supervisor or designee as soon as the employee is aware of the need for such leave. However, in no event shall the employee notify his supervisor or designee later than two hours after the commencement of his regular starting time. Excessive use of sick leave can lead to disciplinary action.

**Accrual and Computation:**

Permanent full-time employees shall accrue sick leave at the rate of 8 hours for each calendar month of employment, or 96 hours per year, up to a maximum of 720 hours. Permanent part-time budgeted employees shall accrue sick leave proportionate to the full-time rate. Sick leave accrual shall begin the first pay period after the employee's date of hire.

An employee who is absent from work for a fraction or part of the workday and is granted sick leave with pay, shall be charged in increments of quarter hours.

In accordance with the Fair Labor Standards Act, usage of sick leave does not compute toward the 40-hour workweek for the purpose of calculating overtime pay.

Accruals will cease once when an employee is on an unpaid leave status.

**Incentive:**

Annually, an employee who accumulates more than 720 hours of unused sick leave (December 1 through November 30 sick leave accrual), is entitled to receive payment for one-half (50%) of the accrued hours in excess of 720. The payment will be made at the employee's applicable rate of pay, and will be made no later than the fifteenth of December.

**Special circumstances:**

Layoff: An employee who is laid off from a position and re-appointed within 12 months, will be credited, upon reappointment, with all unused sick leave existing at the time of layoff (see Section 15 - Separation Policy).

Transfer: When an employee is transferred to another position, any accrued sick leave hours shall transfer to the new position for the employee's use.

**Coordination with Workers' Compensation:**

An employee who is eligible to accrue sick leave is entitled to receive sick leave benefits with pay in addition to compensation under Workers' Compensation laws at the employee's written request. Sick leave with pay and Workers' Compensation benefits will at no time exceed 100% of the employee's regular salary. Upon request, the employee's accumulated sick leave balance will be charged accordingly.

**Medical Certification:**

In granting sick leave with pay for reasons of personal illness or physical incapacity of the employee or that of a family member, the Department Director or designee may require a written statement by the Employee Health Nurse or a licensed physician certifying that the employee's or family member's condition prevented the employee from being at work and performing the duties of the position.

In addition, any employee who is absent from work for a period of three or more consecutive working days and is granted sick leave for this absence, will be required to report to the Employee Health Nurse with a doctor's certification indicating the employee's ability to return to work prior to reporting to work whether the absence is for the employee or an immediate family member.

Retirement:

An eligible employee leaving the City service under the conditions of retirement as outlined under the Florida Retirement System or General Pension Plan will be entitled to receive one-half of his accrued sick leave, not to exceed 360 hours, from the City under the following terms:

- The employee notifies Personnel, of his intention to retire from the City of two weeks prior to the last day of employment.
- The employee provides proof in the form of a sworn affidavit from the employee that the retirement will lead to a direct payment from the Retirement System within twelve months of the separation date from City service if the employee is not retiring immediately.
- The employee is vested in his respective retirement plan.

Note: DROP participants will become eligible for one-half of their accrued sick leave under the conditions listed above at time of resignation.

Separation and Termination:

Except as otherwise indicated in Sick Leave Incentive or Retirement, no payment shall be made for unused sick leave.

Union Representation:

Employees represented by a union shall follow the sick leave provisions of the respective union contract.

## **8.5 BEREAVEMENT LEAVE**

**Policy:**

It is the policy of the City of Melbourne to provide an employee a leave period for the purpose of mourning the death of an immediate family member.

**Scope:**

In the event of the death of a family member as defined in this Policy, the employee will be granted three (3) working days bereavement leave with pay. Two (2) additional working days with pay shall be granted provided the employee has to travel outside of the State of Florida to attend a funeral.

The employee's immediate family for purposes of this Policy is defined as: spouse and children of the employee, half-brother, half-sister, step-brother, step-sister, step-parents, grandchildren, mother, father, brother, sister, grandparents, grandparents of the employee's spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; and legal guardians.

If required by the Department Director, the employee shall provide proof of a death in family as defined in this Policy, prior to approval of compensation (i.e. death certificate or obituary).

**Eligibility:**

This benefit applies to permanent employees of the City of Melbourne, but does not apply to employees who are on an unpaid leave of absence.

## **8.6 INJURY LEAVE**

**Policy:**

The City will pay "Injury Leave" for the first seven calendar days of the disability including non-duty days. After seven days of leave have been exhausted because of disability, employees must submit additional loss time due to disability or follow up medical treatment to the City's Workers' Compensation insurance company. Compensation benefits may be supplemented by use of personal sick leave. Employees are encouraged to schedule follow up treatment to cause the least disruption to their regular work schedule.

**8.7 MILITARY LEAVE****Leave for reserve or guard training:**

In accordance with Chapter 115.07, F.S. all City officers or employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leave of absence from their respective duties, without loss of vacation leave, pay, time or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty. Leaves of absence for training shall not exceed seventeen days per fiscal year. (Fire Department personnel assigned to a 24-hour shift shall be granted up to eight and one-half (8 1/2) shifts of military leave for training per year.) The employee shall be required to submit a copy of the training orders as evidence of such duty prior to taking leave.

Any required training beyond the authorized 17 days of full pay will be charged to the employees vacation leave balance or occur without pay.

**Leave for active duty:**

In accordance with Chapter 115.09 and 115.14, F.S., City officials and employees who are also service members in the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave of absence from work to perform active military service. The first 30 days of such leave will be with full pay. Benefits continuation while on active duty will be assessed based on the contracts in place at the time of leave and with the requirements provided in the Uniformed Services Employment and Reemployment Rights Act (USERRA), Chapter 43 of Title 38 U.S.C. During such leave employees are entitled to preserve all seniority rights, efficiency ratings, promotional status, and retirement privileges.

**Supplemental pay while on active duty:**

The City has the authority to supplement an employees pay while on active duty following the first 30 days of paid leave if his pay while serving in the military is less than his pay at the City. This determination will be at the discretion of the City Council.

**8.8 CIVIL LEAVE**

Employees attending court as a witness on behalf of a public jurisdiction or for jury duty during their normal working hours shall receive full pay equal to their normal work schedule for the hours they attend court. Verification may be required at the discretion of the Department Director. When an employee is involved in litigation in which the City is not a party, he may use accrued vacation leave for that absence or the absence will be without pay.

**Procedure:**

If an employee attends court on his day off he does not receive an extra day off. An employee working other than the normal working day and who is requested to appear in court may receive time off from his regular shift equal to the period of time served in court at the recommendation of the Department Director and approval of the Personnel Director.

Employees who attend court for only a portion of a regular scheduled workday are expected to report to their supervisor when excused or released by the court.

In the event a holiday shall occur during the period of employee's jury duty, he shall receive pay for such holiday.

## **8.9 TRAINING LEAVE**

Employees may be granted training leave with pay to attend training courses in the best interest of the City, to attend conferences or seminars and similar instances upon the approval of the City Manager.

## **8.10 FAMILY/MEDICAL LEAVE**

### **Policy:**

The Family and Medical Leave Act of 1993 (FMLA) provides job protection for eligible employees who must take certain types of leave. It is the policy of the City of Melbourne to comply with the provisions of the Family and Medical Leave Act by granting eligible employees leave for the reasons outlined in the Eligibility portion of this policy. Leave in accordance with this Act may be paid if the employee has a sufficient leave balance, or unpaid if all leave balances have been depleted. Refer to the section "Use of Paid Sick and/or Vacation Leave" for further required usage of leave balances. Family and Medical Leave will run concurrent with an employee's paid leave time or other form of unpaid leave for absences permitted under this law.

It is the responsibility of every employee to read and understand this Policy. Questions should be referred to the Personnel Division.

### **Eligibility:**

In accordance with the FMLA, an eligible employee is any employee who has been employed by the City of Melbourne for at least 12 consecutive months and who has completed at least 1,250 hours of service with the City during the previous 12 months. In determining whether an employee meets the hours of service requirement, the legal standards established under Section 7 of the Fair Labor Standards Act shall apply.

All eligible employees are entitled to a total of 12 workweeks of leave during a twelve-month period as determined by City practice. The employee's "**12 month period**" for eligibility will begin with the first day that FMLA covered leave is taken and will end twelve (12) months hence for the following reasons:

1. The birth of a son or daughter and in order to care for such son or daughter.\*
2. The placement of a son or daughter with the employee for adoption or foster care.\*
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition.
4. A serious health condition that prevents the employee from performing the functions of the position of the employee.

\*The entitlement to leave under reason 1 or 2 shall expire at the end of one year from the date of birth or placement of the child.

Employees out on leave due to an on the job injury or illness may also be eligible for FMLA leave.

In the event a husband and wife are entitled to leave in accordance with FMLA and are both employed by the City, the combined total number of workweeks of leave to which both are entitled may be limited to 12 workweeks during any 12-month period, if such leave is taken for reason 1 or 2; or to care for a sick parent under reason 3. However, at the discretion of the Department Director and with the approval of the City Manager, such leave can be extended.

**Notification:**

**Foreseen leave** requests for FMLA leave shall be communicated, preferably in writing on the FMLA request form to the appropriate supervisor, and must receive the approval of the Department Director and the Personnel Director. If possible, the employee should provide the City with notice 30 days before the date the leave is to begin when leave is planned. In the event that the condition requires the leave to begin in less than 30 days, the employee shall provide such notice as soon as practicable.

For **unforeseen leave** that an employee believes should be covered by FMLA, the employee will have the opportunity to indicate this on the employee leave slip upon return to work. If the employee is out on leave, the supervisor should contact the employee to determine if the leave qualifies as FMLA if there is any question as to the reason for an absence. The supervisor should consult with the Employee Health Nurse, if available, prior to contacting the absent employee to see if the Employee Health Nurse has information relevant to the leave that would determine if the leave is covered by FMLA.

**Designation:**

Approved Family/Medical leave is designated by a letter of notification from the Personnel Division. Such notification will be mailed to the employee's residence as indicated in the employee's Personnel file and will outline the circumstances of the leave. It is the responsibility of the Department Directors and Division Managers to advise Personnel of any absences that may potentially be covered by FMLA. They must promptly provide Personnel with copies of all requests for FMLA and leave notices that have been marked by the employee as covered by FMLA or any other information indicating an absence may be covered by FMLA.

**Certification:**

When making a request for Family or Medical Leave, the employee may be required to provide, in a timely manner, certification issued by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee, as appropriate. The City will be the ultimate authority in determining the validity of certification in such cases. This certification should include:

- the date on which the serious health condition commenced;
- the probable duration of the condition;
- the appropriate medical facts within the knowledge of the health care provider regarding the condition;
- a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed to care for the son, daughter, spouse, or parent; or a statement that the employee is unable to perform the functions of his position;
- in the case of intermittent leave, or leave on a reduced leave schedule, for planned medical treatment, the dates on which the treatment is expected to be given and the duration of such treatment;

If the City has reason to doubt the validity of the certification provided for family leave requests under reason 3 or 4 in the Eligibility section, the City may require, at its expense, that the eligible employee obtain the opinion of a second health care provider designated or approved by the City. This should be coordinated through the Employee Health Nurse.

The City shall require appropriate certification from the health care provider that the employee is able to return to work and perform the duties of his position prior to restoration to his position when the leave was due to his own serious health condition.



**Scheduling Leave:**

When scheduling leave for reasons 1 or 2 in the Eligibility section, such leave shall not be taken by an employee intermittently or on a reduced leave schedule unless approval is received from the Department Director and Personnel Director. In the event of a conflict between the Department Director and Personnel Director, the City Manager will make the final decision. Leave under reasons 3 or 4 in the Eligibility section may be taken intermittently or on a reduced leave schedule when medically necessary.

### **Employment and Benefits:**

FMLA requires that an employer maintain the health insurance benefits of an employee taking leave under the Family/Medical Leave Policy. All other benefits will be handled in accordance with the applicable plan, program, insurance policy or contract between the City and the provider. Continuation of these benefits, if permitted by the plan, program, insurance policy or contract will be at the expense of the employee. Requests to use vacation leave beyond the 12 weeks of authorized leave provided by FMLA is at the discretion of the Department Director. Upon return to work, the City shall reinstate the employee's benefits as provided prior to the leave.

### **Employment Rights**

If an employee requests intermittent leave or leave on a reduced leave schedule for reasons 3 or 4 in the Eligibility section that is foreseeable based on planned medical treatment, such treatment should be scheduled, when possible, so as not to unduly disrupt operations. The City may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that:

- a) has equivalent pay and benefits; and
- b) better accommodates recurring periods of leave than the regular employment position of the employee.

Upon returning from family leave in accordance with this policy, an employee shall be entitled:

- a) to be restored by the employer to the position of employment held by the employee when the leave commenced; or
- b) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The employee may be required to provide a fitness-for-duty certification from a healthcare provider indicating that the employee is able to return to work.

### **USE OF PAID SICK AND/OR VACATION LEAVE**

An employee on a covered Family or Medical Leave must exhaust his sick leave, if appropriate, before entering a leave without pay status.

In accordance with FMLA law, an employee has the right to request usage of his vacation leave, if any exists, and the employer may not deny this request. Likewise, the law allows an employer to require an employee to exhaust any leave balance(s) while on FMLA.

When an employee is on an approved Family or Medical Leave and is in an unpaid\_status, the employee's vacation and sick leave accruals will cease unless otherwise dictated by workers compensation regulations.

### **HEALTH INSURANCE BENEFITS**

While an employee is on an approved family or medical leave, the City will continue applicable health benefits for the employee for the duration of such leave. The employee will be responsible for contributing the employee share of health insurance premiums. The Personnel Division will notify an employee on FMLA of any premiums that will be due the City for employee-paid benefits during this period. The employee is responsible to coordinate payment for these benefits with the Payroll Division.

The City may recover the premium that it paid for maintaining coverage for the employee under the group health plan if:

- a) an employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- b) the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition and is entitled to leave under

reasons 3 or 4 in the Eligibility section; or other circumstances beyond the control of the employee. Appropriate certification may be required in accordance with this policy.

## **8.11 UNPAID LEAVE OF ABSENCE**

The request for leave of absence without pay is made to the employee's Department Director and must be approved by both the Department Director and the Personnel Director. All Departments and employees must adhere to the following practice unless otherwise specified in a union contract.

### **Guidelines**

- An employee Action Notice indicating the first day of leave and the length of the leave must be completed for record keeping purposes.
- Any employee requesting additional leave must do so prior to the expiration of the authorized leave by putting such request in writing or verbally requesting this leave to the appropriate Department Director or Division Manager.
- If an employee does not return to work at the end of the approved leave, employment may be terminated.
- Sick and vacation leave accruals and retirement contributions will cease during the period that an employee is on an authorized leave without pay.
- Full-time employees on an approved leave of absence without pay will be removed from the City's health insurance plan and sent notice of COBRA rights. (In order to qualify for group health insurance, an employee must be consistently working 30 or more hours per week. The employee becomes eligible for COBRA in this circumstance under the qualifying event of "reduction of hours". The employee will be added back onto the City's coverage once the employee returns to work on a full-time basis.
- Full-time employees will be allowed to continue their life insurance with the City based on current contractual language for a period of 60 days\_while on a leave without pay. Continuation of this benefit contingent upon the employees payment of the life insurance premium by the 5<sup>th</sup> of each month that the employee is on an authorized leave without pay. Other benefits may be continued in accordance with contract guidelines in place at the time of approved leave.
- Any employee on a leave without pay status is not eligible to earn pay during this period for such circumstances as a City holiday or bereavement that may occur while the employee is on a leave without pay.
- Employees who are on leave covered by FMLA should refer to section 8.10.

## 8.12 LEAVE DONATIONS

### **Purpose:**

To establish a procedure whereby employees may donate their accrued vacation leave time to other employees who have exhausted their applicable leave balances (sick, vacation and/or compensatory time).

### **Eligibility:**

In order to receive donations of vacation time from other employees, an employee must meet all of the following criteria:

- a) The employee's applicable leave balances must have been reduced to 40 hours or less based on the most recent payroll report before a Department Director may initiate a request for donations of leave time.
- b) The employee must have used all of his applicable leave time before donations will be credited to the employee.
- c) The employee must be out of work due to:
  - 1) a reason that is supported by medical justification submitted and validated by the Employee Health Nurse, or
  - 2) a catastrophic event known to Management and determined by the City Manager to qualify for this benefit.
- d) The employee must not be currently on notice by his Department Director to provide a doctor's leave slip for every illness due to recent excessive sick leave usage. Current notice is defined as any notice that is within one year of the date for which leave time donations are requested.
- e) The duration of the employee's absence is expected to extend at least one week beyond the depletion of all of his/her applicable leave balances as confirmed by the medical justification submitted to the Employee Health Nurse or by Management's knowledge of the circumstances impacting this extended leave.

Donations of vacation leave are not intended to lengthen employment prior to retirement.

### **Parameters:**

Leave donations will be processed within the following parameters:

1. An employee may receive up to 320 hours (8 weeks) within any twelve-month span beginning the first day of the donation period. Any donation slips received in Personnel after the donation threshold has been reached will be returned to the donor.
2. A donor may contribute up to 40 hours (1 week) per recipient, per twelve-month period.
3. Leave donations must be contributed in one-hour increments and are credited to the employee receiving leave donations on an hour-for-hour basis.
4. Use of donated leave will run concurrently with Family/Medical leave if applicable.

### **Procedure:**

Once an employee becomes eligible to receive donations of leave time as outlined in this procedure it is at the discretion of the presiding Department Director to decide whether or not to

solicit for donations of leave time. If the Director decides to send out solicitations for donations of leave time, then the Director routes the completed Donation of Vacation Leave Solicitation Form along with a copy of the Donation of Vacation Leave Authorization Form to the areas of his choice. This request may be sent within the Department only or throughout the City.

All donors will be required to complete the Donation of Vacation Leave Authorization Form and turn it in to their Department Director for approval. Once approved the Department Director forwards the form to Personnel for processing.

On a weekly basis Personnel will log the donations slips and forward them for approval to the City Manager along with a cover memo indicating the total number of hours donated to this employee to date. Personnel will track the number of hours donated to an employee and return any donation of leave slips to the donating employee once the balance of donations has reached the threshold established by this procedure (320 hours).

Once the approved donation forms are returned to Personnel by the City Manager's office, Personnel will contact Payroll to identify the number of donated hours needed to provide the employee with a full paycheck. Personnel will then forward those hours to Payroll on a first received basis. Any leave donations that are not used by the expiration of an authorized leave will be returned to the donor. Payroll will deduct the leave time from the donor's vacation leave balance and add to the recipient's applicable leave account based on actual usage for that particular pay period.

This procedure is strictly voluntary. No employee is compelled to participate. Solicitation of leave donation by an employee on leave or on the behalf of an employee on leave, other than the Department Director of the employee on leave, is prohibited.

No donations of leave time will be processed outside the realm of this procedure.