CITY OF LAREDO
SICK LEAVE DONATION POLICY

Purpose: City of Laredo regular full-time employees who have exhausted all paid leave may need additional time to recover from a serious personal health condition or serious personal injury. This policy will allow regular full-time employees to request assistance from other regular full-time employees on a voluntary basis to donate unused sick leave hours to assist them during their hardship. This program is strictly voluntary and City regular employees are allowed the opportunity to support their fellow employees in their time of need, unless otherwise stated in a collective bargaining agreement.

Definitions:

Regular full-time employee: are those city employees assigned to work a full work week on a position without time limitation and who have served a twelve-month orientation period.

Regular part-time employee: are those city employees assigned to work less than a full work week on a position without time limitation and who has served a twelve-month orientation period.

Recipient Eligibility Criteria:

1) A regular full-time or part-time employee with benefits
2) Employees who have completed orientation period

Procedure:

a.) The City shall permit the donation of unused accrued sick leave by a regular employee for the benefit of another eligible regular employee who has exhausted his/her Serious Illness hours, accrued annual/sick leave and compensatory time. The regular employee (donor) must maintain an accrual balance of 40 hours. A regular employee's donation will not be allowed to exceed 50% of their accrual balance minus the 40 hours.

b.) It is agreed by the parties that the purpose of this donation policy is to provide additional leave benefits to a regular employee in the event of a serious personal health condition or serious personal injury which requires daily or continued treatment, as certified by a Physician, that necessitates required convalescence and/or treatment for a serious illness, off the job injury, surgery, impairment, or physical/mental conditions (that meets the medical conditions as per the Leave Ordinance- Serious Illness Program, Section 2-60 Sick Leave, subsection letter m, number 6). Also, the regular employee must be incapacitated for more than ten (10) working days and be unable to perform all of the physical job requirements needed to perform the duties of their position. Complications before, during or after childbirth shall be treated the same as any other condition. The Employee Health Nurse and the City's designated doctor will determine when and if an employee qualifies for this program.

c.) The regular employee (donor) who elects to donate unused accrued sick leave to another regular employee (recipient), recognizes and agrees that the donated sick leave shall be deducted from his or her accrued sick leave account and shall not be refunded. Donations shall be in increments of no less than one hour.

d.) The Employee (recipient) shall submit written authorization to the Human Resources Department for the transfer of the sick leave hours. Human Resources will notify employees when the need arises that a fellow employee has a need for assistance. Human Resources will coordinate with Payroll to implement the transfer of the donated hours to allow for continued compensation as applicable. The hours used will not exceed hours needed to complete the pay period.

e.) The City's physician will review and evaluate the need to continue the leave.

f.) No annual and sick leave hours shall accrue while on the Sick Leave Donation Program.

g.) Hours shall cease to exist when the employee no longer needs leave for the purpose requested, exhausts all leave hours donated to him/her or uses the maximum number of donated hours allowed (1,040 hours). At no time will these hours exceed the 260 work days as stated in the City of Laredo Return to Work Policy.