


<p style="text-align: center;">City of Marco Island</p> 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: DONATION OF LEAVE	
	NUMBER PER-05	REVISIONS 1	EFFECTIVE DATE: April 15, 2020	PAGE 1 OF 1
	SUPERSEDES REVISION - N/A	APPROVED BY: <p style="text-align: right;">Michael McNees, City Manager</p>		

PURPOSE:

A Donation of Leave Time Policy has been established to allow an employee the opportunity to receive a donation of accrued leave from other City employees for a serious health condition.

POLICY:

It is the policy of the City of Marco Island to allow employees to share accrued Personal Leave with another employee that has utilized all of their available time in the event of a serious medical condition as defined by the Family Medical Leave Act (FMLA). This program is a voluntary program. Employees may elect to donate personal leave on a case to case basis upon approval of the City Manager. The donated time may only be utilized as personal leave for serious medical conditions. An employee may elect to donate a maximum of forty (40) hours to each eligible receiving employee per calendar year. The employee receiving the donated time must utilize all of their personal leave prior to utilizing any donated time.

Should the recipient of the donated time return to work on an approved, regular basis, or terminate, any excess donated time shall be returned to the donor employee(s) in the inverse order in which it was given (i.e. the last person donating time would be the first person to receive back the balance of the donated time). In no case shall any donation be paid out in cash when an employee terminates.

To assure that the donor will have enough remaining leave time for themselves, the donor must have a minimum of 120 of personal leave remaining after the donation is made.

PROCEDURES:

Department heads should notify the City Manager of any employee who is projected to be out of work beyond available paid leave due to a serious medical condition. The City Manager, or his designee, will generate a leave donation request to all City Employees. Employees that wish to donate leave should prepare an "Employee Request for Donation of Personal Leave" form and submit to payroll for processing.