



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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CHAPTER: Employee Benefits

SUBJECT: Leave Donation

POLICY NUMBER: 3.526

PAGES: 2

EFFECTIVE DATE: November 27, 2012

REVISION DATE:

PERMANENT DELETION DATE:

APPROVED BY:

PRIMARY RESPONSIBILITY: City Administrator and Department/Division Heads

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

The City of Marshfield understands the financial/emotional crisis that may be experienced by their employees who have a serious medical related event in their lives for self or immediate family as defined in Personnel Policy No. 3.525, Family and Medical Leave under section C. This policy will provide employees a way to help their co-workers who are faced with a serious medical related event forcing him/her to miss work by allowing benefit eligible employees to donate a portion of accumulated leave (vacation and holiday) to qualified benefit-eligible employees with a non-occupational serious event.

POLICY:

Recipient must have exhausted all of his/her accumulated leave time. Upon providing written verification of a serious medical related event an employee may ask the employee's supervisor to solicit donations from eligible employees with the City Administrator's approval.

Employees wishing to donate leave time to a fellow employee may do so up to a maximum of 24 hours annually. Donation of leave time must be in writing (signed), and must be approved by the Department/Division Head and the City Administrator.

Donated leave is credited to a recipient at the recipient's rate of pay, regardless of the donor's pay rate. Time donated will be considered donated by hours.

Total donations to one employee may not exceed 6 weeks in a calendar year. This transfer of leave hours is irrevocable. Should the person receiving this donation not use all transferred time, any balance will be prorated to the nearest hour and returned to donors.

A week of leave is defined as follows:

- 8 hour employees = 6 weeks or 30 days or 240 hours
- 10 hour employees = 6 weeks or 24 days or 240 hours
- 12 hour employees (Police) = 6 weeks or 21 days or 252 hours
- 24 hour employees (Fire) = 6 weeks or 15 shifts or 360 hours

The recipient accepts all tax liability associated with regular pay resulting from the donation.

The City reserves the right and discretion to return donated leave should a recipient's non-occupational leave become approved as an occupational leave at a later date.