

CITY OF ELKHORN
PTO DONATED LEAVE BANK
POLICIES AND PROCEDURES
JUNE 2016

Purpose: The *Paid Time Off Donated Leave Bank* is intended to provide a mechanism by which employees may designate their own unused PTO leave hours for use by another employee who may have need for additional MLB hours because their own MLB has been exhausted and they require additional leave hours. The need for additional leave may arise as a result of the employee's own FMLA qualifying event or that of an eligible family member. The Donated Hours Bank will be managed as a "collective" account that is available to all eligible employees. The Donation Bank is not intended to cover absences for routine illnesses, or for illness/injury covered by employer paid long term disability or those illnesses/injuries compensated by Worker's Compensation.

Eligibility: An employee must meet the following eligibility standards in order to access donated leave hours.

1. Must be a full-time or part-time employee (20+ hours per week).
2. Must be eligible to accrue Paid Time Off leave.
3. Must have exhausted all other forms of leave, or plan to exhaust all leave hours during a qualifying FMLA absence, or
4. An employee who experiences an otherwise FMLA qualifying event but has not as yet completed one full of service.

Employees may not apply for Donation Bank hours during any period of disciplinary suspension or whenever the employee has applied for, or is receiving Worker's Compensation benefits.

Procedures

1. *Donation of PTO Hours*

a.) Whenever any employee's accrued/unused PTO hours exceed the allowable annual carryover and the employee's MLB is at the maximum accrued balance, the excess hours will automatically be transferred to the Donated MLB Account.

b.) Employees may voluntarily assign unused PTO and/or personal MLB hours to the Donated MLB account, which will generally occur on the employee's anniversary date of employment. An employee may donate as many hours they wish, however, the

donation may not reduce their own MLB below the Long Term Disability elimination period of 13 weeks (520 Hours). Once donated, the hours become part of a collective bank and may not be withdrawn unless the donor employee later becomes eligible under the program.

c.) Donated PTO shall be in whole hours with a minimum donation of one (1) hour.

d.) Donated time shall be accumulated and used on an *hour-for-hour* basis without regard to any employees' specific pay rate.

e) The Donation Bank shall be capped at 1,040 hours but may be replenished as hours are used.

2. Employment Separation: Unused MLB Hours

Upon separation from City employment, fifty percent (50%) of an employee's accumulated but unused MLB Hours will be transferred to the PTO/MLB Donated Leave Bank.

3. Use of MLB Donated Hours Bank

Access and use of MLB Donated Hours Bank is strictly limited to FMLA qualifying events affecting the employee or eligible family members.

- Employees who are eligible for and in need of donated hours **must** submit a request form to the City Clerk as soon as they become aware of an FMLA event that may require the use of donated leave. Generally the request should be submitted not less than thirty (30) days in advance of the anticipated need for donated MLB hours.
- Upon eligibility being verified, the City Clerk will notify the Finance Director, City Administrator, and appropriate Department Manager of the employee's participation in the MLB Donated Hours Program.
- Donated hours shall be available for the employee to draw upon during the qualifying FMLA absence; any unused donated hours shall be returned to the Donated Hours Bank.
- The maximum number of MLB Donation Bank hours available for an employee's use for a single event shall be pro-rated on the basis of "years of services", as follows:

a) Less than 1 year..... 25% (130 Hours)

b) 1-5 Years..... 67% (348 Hours)

c) 6+ Years.....100% (520 Hours)

- The use of donated hours in combination with the employee's available PTO and/or MLB hours shall not exceed the elimination period required for Long Term Disability benefit eligibility. For example, an employee having 180 PTO hours and 120 MLB hours may access a maximum of 220 Donated Bank hours, for a total of 520 hours.
- Under no circumstance shall donated hours be converted to a cash payment.
- During the period in which donated hours are being used, the recipient employee shall not accrue any additional leave benefits. However, all insurance benefits shall continue to be in effect during the employee's absence.