

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## POLICY 3.05.12 LEAVE DONATION

### I. Purpose:

The intent of the sick leave donation policy is to allow Scioto County Board of DD employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to a catastrophic illness or injury of the employee of a member of the employee's immediate family.

### II. Definitions: For the purpose of this policy the following shall apply:

Child: A son or daughter, including a child eighteen (18) years or over, who is incapable of self-care because of mental or physical disability

Immediate Family: Is defined in the Ohio Administrative Code Section 123:1-47-01 (A) (39) as an employee's spouse or significant other ("significant other" as used in this definition means one who stands in place of a spouse and who resides with the employee), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, or a legal guardian or other person who stands in the place of a parent (in loco parentis).

Serious Health Condition: A catastrophic illness, injury, impairment, or physical/mental condition that involves a period of incapacity or treatment that requires absence from employment, and also includes continuing treatment of chronic or long-termed incurable conditions

Calendar Year: January 1 to December 31

Spouse: Husband or wife

Transferee: The employee in need and approved to receive donated leave

Transferor: The employee volunteering to donate his/her leave

### III. Policy: Employees may donate accrued vacation or sick leave to a fellow employee who is otherwise eligible to accrue and use sick leave. The intent of the leave donation program is to allow employees to voluntarily provide assistance to a co-worker who is in critical need of leave due to an extended serious health condition of the employee or a member of the employee's immediate family.

A. Hours Transferred: Any hours transferred shall be transferred on an hour for hour basis to equal an eight (8) hour day. Eight (8) hours is the minimum donation that can be made.

B. Receiving Leave: An employee may receive donated leave equivalent up to the number of hours the employee is normally schedule to work each pay period, if the employee to

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receive leave or a member of the employee's immediate family has a serious health condition and the transferee:

1. Has no accrued paid leave; and
2. Has completed his or her new hire probationary period
3. Has applied for any paid leave, Workers' Compensation, or benefits program for which the employee is eligible; and is only eligible for leave donation while in waiting for applied benefit
4. Has no abuse or patterned use of sick leave; and
5. Has provided acceptable written verification that the extended illness exists; and
6. Agrees to accept the leave under the terms of this policy and completes an "Application to Receive Donation Leave" form.

C. Donating Leave: Employees may donate leave if the donating employee:

1. Voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned;
2. Donates a minimum of hours equivalent to one (1) of the donor's regularly scheduled workdays, and a maximum of eight (8) hours in one (1) donor day increments, subject to a maximum of one hundred (100) hour annual (based on calendar year) donation to any and all employees approved;
3. Retains a sick leave balance of at least eighty (80) hours and, if accrued, a vacation balance of (80) hours after the leave donation; and
4. Completes an "Application to Donate Leave" form

D. Administration: The leave donation program shall be administered on a pay period to pay period basis.

1. The Superintendent or his/her designee shall review the "Application to Receive Donated Leave" form and the "Application to Donate Leave" form to assure compliance with this policy. Donations of leave will be recorded in the order of submission, and will not be considered actually donated nor be deducted from the transferor's balance or credited to the transferee's balance until the pay period such leave is actually used.
2. Unused donation applications shall be returned to the transferors.

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3. Employees using donated leave shall be considered in active pay status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Vacation and sick leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
  4. Donated leave shall be considered sick leave but shall never be converted into a cash benefit. The Personnel Officer shall maintain such records as are necessary for the administration of this program.
- E. Certification: Employees who wish to donate leave shall certify:
1. The name of the employee for whom the donated leave is intended;
  2. The number or hours to be donated;
  3. That the employee will have a minimum balance after donation of at least eighty (80) hours or sick leave and eighty (80) hours of vacation, if accrued;
  4. That the leave is donated voluntarily and the employee understands that the donated leave will not be returned.
- F. Confidentiality: The Superintendent shall ensure that no employees are forced to donate leave. The Superintendent shall respect an employee's right to privacy, however the Superintendent may, with the permission of the employee who is in need of leave or a member of the employee's immediate family, inform employees of their co-worker's critical need for leave donation from employees. The donation of leave shall occur on a strictly confidential and voluntary basis.
- G. Application: Employees wishing to donate or receive donated leave may pick up applications from the Personnel Office, or download it from the Server.