

## **REPLACES**

### **21.3 DONATION OF ACCRUED VACATION TIME/PLP**

- A. An employee may, upon approval, transfer all or any portion of his/her accrued vacation leave, PLP leave time, CTO, HTO or Administrative Leave time to another employee of the County. Transfer of vacation, PLP, CTO, HTO or Administrative Leave time from one employee to another pursuant to this subsection shall be permitted only in unusual, unanticipated, emergency situations involving serious illness or injury of an employee or serious illness, injury, imminent death or death of a member of the employee's immediate family. A request for transfer of vacation leave, PLP, CTO, HTO or Administrative leave time may be initiated by either the employee in need of additional time or by an employee or employees who wish to donate time to another employee.
  
- B. A request for transfer of vacation, PLP, CTO, HTO or Administrative leave time shall be processed as follows:
  - a. The employee(s) making the request shall do so in writing to his/her department head.
  
  - b. The department head shall then forward the request, with a recommendation, to the Human Resources Director.
  
  - c. The Human Resources Director shall review the request and recommendation and shall approve or deny the request within a reasonable period of time. The Human Resources Director's decision to approve or deny the request shall be final and binding on the parties.
  
  - d. Upon receipt of the Human Resources Director's approval, employees willing to donate accrued leave time for transfer to another employee shall do soon the Donated Leave Transfer Form developed by the Department of Human Resources.
  
  - e. Completed Donated Leave Transfer Forms shall be submitted directly to the Auditor-Controller's Office by the donor employee. The Auditor shall then credit the recipient employee's vacation leave account by the amount of time donated, as needed, in the order received from the donating employees. The donating employee's leave will be deducted at the time the leave is transferred and not before. In determining the amount of donated leave time to be credited to the recipient, the Auditor-Controller shall divide the donor's hourly wage rate by the recipient's hourly wage rate and shall multiply the resulting quotient by the number of hours donated.
  
- A. A donor's name may not be released to recipient unless specifically requested by the donor.

- B. Participation in this program shall be strictly voluntary. No employee shall be required or expected to participate and no employee shall be subject to coercion or threat or intimidation of any kind for failure to donate leave time pursuant to this program.
- A. To be eligible for receipt of donated time, the affected employee must first exhaust all his/her accrued leave hours.
- B. Any donated time in excess of that necessary to carry the employee through the term outlined in number one (1) above, shall be returned to the donor employee(s).