

Employee Transfer/Donation of Vacation and Random Holiday Time to Another Employee in Special Emergency Situations	Human Resources			1400
	1466	1-2	5/7/02	09/17/2014

1.0 PURPOSE:

To describe the general policies and procedures of the City of West Allis in regard to vacation and random holiday time transfer from one employee to another for the purpose of providing income continuation during an employee's or their immediate family member's catastrophic illness/injury, or death of an immediate family member.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and employees.

3.0 POLICY:

It is the policy of the City of West Allis to provide a uniform set of guidelines and procedures for the donation of vacation and random holiday time for an employee that has exhausted all his/her paid time.

4.0 REFERENCES:

City of West Allis Policies and Procedures Manual, Policy 1432 - Vacations
City of West Allis Policies and Procedures Manual, Policy 1412 - Holidays

5.0 PROCEDURES:

5.1 RESPONSIBILITY

It is the responsibility of the Human Resources Division to administer this policy.

5.2 GENERAL POLICIES

- 5.2.1 A qualified absence shall include, but will not be limited to, an absence for medical and/or other catastrophic emergency needs of the employee or the employee's immediate family members, as defined by the Family and Medical Leave Act, or in the aftermath of a family member's death.
- 5.2.2 The recipient of the donated hours shall use the hours to extend paid leave time. The recipient, under no circumstances, shall be paid cash for the hours donated.
- 5.2.3 An employee wishing to donate vacation or random holiday time hours shall state his/her intention in writing on a form prepared by Human Resources. Such forms shall be submitted to Human Resources.

- 5.2.4 The maximum number of hours donated by an individual shall be 24¹ hours. The number of hours donated to one employee for his/her use shall be up to 80¹ hours. The City Administrative Officer may grant an exception of up to an additional 80¹ hours based on FTE.
- 5.2.5 The application and use of the donated time in the case of death shall be limited to the death of the spouse and up to 30 days after the date of death. Exceptions to this limitation must be approved by the City Administrative Officer based on special or unusual circumstances.
- 5.2.6 No employee may donate more than 40¹ hours of combined time for all employees per calendar year.
- 5.2.7 If the employee donating hours is paid at an hourly rate different from the recipient, the donation of hours shall be on an hour-for-hour basis without calculation of dollars between the accrual amounts of either the donating and/or receiving employee(s). Recipient employees shall be paid at their regular wage rate. Donation transfer shall not result in overtime for the recipient.
- 5.2.8 Any donated time not used by the recipient for the purpose of the request shall be credited back to the donor.

5.3 REQUESTS FOR DONATION OF TIME

- 5.3.1 Qualifying Employee and Eligibility: An employee holding a budgeted position of 0.5 FTE (full time equivalent) or greater is eligible upon date of hire.
- 5.3.2 An employee wishing to request donation of time must first exhaust all paid time including vacation, random holiday days, compensatory time, and sick leave, including that under the Family Medical Leave Act.
- 5.3.3 The requestor shall state his/her intention in writing to the Human Resources Division. The request shall include whether or not the employee wishes to seek exceptions as contained in sections 5.2.4 and 5.2.5.

¹ Part-time employees will have the donated time prorated based on FTE (full time equivalent). For example, a 0.5 FTE may receive up to 40 hours (80 if granted an exception) or may donate up to 12 hours per individual and 20 hours maximum per calendar year.