

APPROVED James O. Williams

LEAVE DONATION POLICY

I. GENERAL

The Fairbanks North Star Borough has authorized a policy to support the use of donated leave. Donated leave is reserved for the purpose of helping other Borough employees in a time of need.

II. PURPOSE

This policy ensures that leave donations are completed and computed in a fair and equitable manner for all Fairbanks North Star Borough employees.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources (HR) shall maintain this policy.

IV. POLICY

- A. The purpose of the leave donation policy is to assist other Borough employees with paid time off in a period of need. In order to facilitate this program in an equitable manner, the following will apply to all leave donations:
 - 1. Leave donations will only be accepted for compassionate/traumatic reasons (catastrophic events, unforeseen events emergencies/circumstances including illnesses) or for repayment of previously donated leave.
 - i. The Chief of Staff shall have the authority to review and approve leave donations for any exception requests.
 - ii. Leave donations are not available for employee's receiving wage benefits under Workers' Compensation, except to the extent needed to continue health coverage while the employee is recovering and unable to work.
 - 2. An FNSB employee must exhaust their own personal leave, personal holidays and compensatory time before donations will be utilized. Donated leave can only be used for the reasons specified in the request, i.e. the purpose it was donated.
 - 3. Leave donations will be accepted and processed in the order in which they are received. The maximum amount of donated leave is 240 hours per each request or the amount necessary for the reason specified in the request, whichever is less. Leave donations received in excess of 240 hours, or in excess of specified need, will be returned to the donor unprocessed.
- Upon receipt, donated leave hours, up to 240 hours, or the amount necessary for the reason specified in the request, whichever is less, will be credited to

the employee's leave balance, with a corresponding deduction from the donor's leave bank. Donated hours exceeding the specified need in the request will be returned to the donor. The method for determining use of donated leave is first in, first used, as identified in IV A. (3) above. (Example if 5 people donate 10 hours each and the order received was A,B,C,D,E, and the recipient only needed 30 hours, donors D and E would receive a credit of the leave they donated).

- B. A log of donated leave will be kept. Payroll can provide a list of the employees who donated leave as well as the amount donated to a specific individual upon that individual's request. This information will be made available to the receiving employee for acknowledgement purposes.
- C. Buying, selling and/or bartering of leave hours is strictly prohibited. Any employee found engaging in this behavior will be subject to disciplinary action.

V. PROCEDURE

- A. An employee can make a leave donation request by notifying the Human Resources Director in writing. Leave can be donated for future absences only. The statement by the employee asking for leave will be distributed to all employees as a formal leave donation request. The following information will also be included:
 - 1. The employee's job title and date of hire.
 - 2. Whether the employee is a member of the Sick Leave Bank.
 - 3. The number of earlier requests and amount of leave previously donated.
- B. Any employee who wishes to donate leave to another employee, regardless of whether a formal request has been made by the employee, must complete the following:
 - 1. Complete a Leave Donation Form.
 - 2. Submit the Leave Donation Form to HR.
 - 3. Upon receipt of the form, HR will verify the particular leave situation and process the leave, if appropriate. Approved donation forms received in Payroll by the first Wednesday of the pay-period will be processed in that payroll cycle. All others will be processed in the next payroll cycle, unless the Chief of Staff approves an exception based upon the individual circumstances.

VI. SUPPLEMENTAL INFORMATION

- A. References –
 - 1. APEA Agreement Article 24, Section 5.
 - 2. Laborers Local 942 Agreement, Article 27, Section 6.
 - 3. ASEA Agreement, Article 30, Section 30.05

- B. Definitions – None
- C. Attachments –
 - 1. Leave Donation Form
- D. Revision History

Supersedes Policy No.	Effective Dates
30.03	12/16/03
30.03	11/4/13