

## ATTACHMENT A

### SECTION 904

L. Donation of Vacation ~~and Sick~~ Leave: Vacation ~~and Sick~~ may be donated to other employees on extended Family Medical Leave and who have exhausted their paid leave accruals. The following stipulations apply:

1. Vacation ~~and sick~~ may be donated by any employee to any other employee who has exhausted all of their paid leave accruals (sick, vacation) because of a medical condition as verified by a health care provider. Employees ~~who are eligible for disability benefits are prohibited from receiving both disability benefits and~~ donated hours ~~at the same time.~~
2. The employee donating vacation time must have at least 80 hours remaining after the donation. ~~The employee donating sick time must have at least 160 hours remaining.~~
3. If an employee wishes to donate hours, an Authorization for Voluntary Leave Donation and Transfer form, signed by the donating employee indicating the number of hours donated and to whom, shall be submitted to the donating employee's Department Director for approval. Once approved, the form will be forwarded to the Personnel Officer to verify vacation ~~and/or sick~~ and make the appropriate adjustments.
4. The donated vacation leave will be hour-for-hour ~~(1 to 1)~~, regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.
5. ~~The donated sick leave will be two hours to one hour (2 to 1), regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.~~
5. Donated hours will be credited from the date the receiving employee exhausts paid leave.
6. Upon issuance of a health care provider's release back to duty (either regular or modified duty where offered), no further donated leave will be transferred to the receiving employee.
7. Hours will be used in the order they are donated by pay period. If any hours remain unused in the receiving employee's sick leave bank, they will be returned to the donating employees in reverse order of contribution (last in, first out) based on the date the donating employee signed the Authorization for Voluntary Leave Donation and Transfer form. In the event more than one employee donated leave on the same day, the hours will be split proportionately based on their amount of respective donations.

**Deleted:** who are eligible for disability benefits are not eligible

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