

TOWN OF PARADISE VALLEY

Amendment to Human Resources Policy Section 904 L – Leave Donation



Current Leave Donation Policy

- Allows employees to donate vacation hours to employees on Family Medical Leave who have exhausted all Town paid leave
- Hours donated on a 1 to 1 basis (1 hour of vacation = 1 hour of sick)
- Donating employee must have 80 hours left after donation



Proposed Amendment to Leave Donation Policy

- Allow employees to donate either vacation or sick hours to employees
- Sick hours donated at 50% on a 2 to 1 basis (2 hours donated sick = 1 hour of sick)
- Calculation based on Section 904 J – 50% conversion (temporarily suspended as cost saving measure)
- Donating employee must have 160 hours left after donation (twice the vacation minimum)



Advantages to Amendment

- Helps the employee with a serious health issue
- Reduces Town's outstanding liability
- No cost incurred by the Town
- Allows employees to help and support coworkers in need

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Questions?