



## Legislation Text

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**File #:** 20-347, **Version:** 1

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Jill Keimach, Town Manager  
Jinnett Hancock, Human Resources Manager

**DATE:** September 10, 2020

**DEPARTMENT:** Town Manager

**AGENDA TITLE:**  
**Discussion of Sick Leave Donation Policy**

**SUMMARY STATEMENT:**

Over the last several months, we have had a number of employees who have had to use an inordinate amount of sick time not only for COVID-19 related issues, but also for other serious health issues. The Town's current policy (Section 904 L, Leave Donation Policy) allows employees to donate vacation leave to other employees who are on Family Medical Leave and who have exhausted their paid time off. Vacation time is donated on a one-hour for one-hour basis (1 hour of vacation donation = 1 hour of sick).

It is recommended to amend the policy to also allow employees to donate sick leave to employees with serious health issues who have exhausted all of their paid time off.

Donated sick time will be calculated at 50%, on a two-hour to one-hour basis (2 hours donated sick = 1 hour of sick) the same way that the year-end sick hour conversion is calculated in Section 904 J. You may recall that this policy was temporarily suspended earlier this year as Town cost saving measure. Please see Attachment A with the recommended policy revision.

Approval of this amendment would allow for not only the employee with a serious health issue to gain needed sick time, but it also reduces the Town's outstanding liability without incurring any additional costs. Also important is that it allows employees to show support and to help out their coworkers when they need it the most.

**ATTACHMENT(S):**

1. Attachment A - Section 910 L Leave Donation Policy Amendment
2. PowerPoint Presentation