

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: B-16  
SECTION: PERSONNEL  
DATE: April 6, 2015  
SUPERSEDES: New  
TITLE: Catastrophic Sick Leave Policy

The District recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available accrued sick leave. To address this need, all eligible employees will be allowed to donate accrued sick leave hours from their unused balance to their co-workers in need in accordance with this policy. This policy is strictly voluntary.

Employees who would like to make a request to receive donated accrued sick leave hours from their co-workers must have a situation that meets the following criteria:

- Family Health Related Emergency - Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- Other Personal Crisis - A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate or receive accrued sick leave hours from their unused balance must adhere to the following requirements:

- Donation minimum – four hours
- Donation maximum - 72 hours or no more than 50% of your current sick leave balance.
- Employees who donate time must have a minimum of 96 hours in their sick leave bank and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off.
- Employees cannot borrow against future accrued sick leave hours to donate.
- Employees who receive donated accrued sick leave hours may receive no more than 960 hours for shift personnel (four months) and 640 hours (four months) for 40 hour personnel within a rolling 12-month period.
- Employees who are currently on an approved leave of absence cannot donate accrued sick leave hours.
- If the recipient employee has available accrued sick leave hours in their balance, this time must be used prior to any donated accrued sick leave hours.
- Donated accrued sick leave hours may only be used for time off related to the approved request.

- Accrued sick leave hours donated that is in excess of the time off needed will be returned to the donors based on a pro-rata share of the amount of sick leave each donor provided.
- The recipient employee is not eligible so long as they have more than 200 hours paid sick leave available.
- The receiver of donated accrued sick leave hours is not required or allowed to return donated hours once they have returned to work and accrue additional hours.

#### **Procedure**

- Employees who would like to make a request to receive donated accrued sick leave hours are required to complete a Donation of Accrued Sick Leave Hours Request Form, which includes authorization to present their request to the employees of the District for the sole purpose of soliciting donations. This may be done on the employee's behalf, but the employee who will receive the donation must agree to the solicitation.
- Employees who wish to donate accrued sick leave hours to a co-worker in need must complete a Donation of Accrued Sick Leave Hours Form.
- All forms should be returned to the Human Resources Administrative Assistant. Requests for donations of accrued sick leave hours must be approved by the Fire Chief.

END

Written by: Randy K. Bradley, Fire Chief

Approved by: 