PAID TIME OFF DONATIONS POLICY

I. Employees are allowed to donate earned vacation or floating holiday hours to other employees for prolonged absences from work due to the employee's serious injury or prolonged illness.

II. In extreme cases of hardship, the City Manager may approve donations of vacation or floating holiday hours to an employee whose absence from work is caused by the necessity to care for an immediate family member who has a serious medical condition and who lives in the home of the employee or is directly and intimately dependant upon the employee for daily care giving. In such cases, the intent of this provision is not to provide the employee with time off to visit with the family member or serve the conveniences of the family member, but rather, to provide direct care and sustenance to that family member precipitated by the medical condition.

III. Such donations of paid time off may be permitted under the following conditions:

A. The department head must approve, in advance, the donation and receipt of vacation/floating holiday hours.

1. Any eligible employee wishing to receive such donations (hereinafter referred to as the "receiving employee") must complete the Request for Paid Time Off Donations Form (Attachment I). The form must be signed by the employee and approved by the requesting employee's Department Head. A "receiving employee" shall only be eligible for receipt of donations of time as described in this Section if:

a. he or she is eligible to receive health and dental benefits from the City (certain temporary employees, at-will employees, and contract workers who do not receive benefits are not eligible for receipt of donated time);

b. he or she would otherwise be eligible for receipt of his or her regular annual allotment of vacation, sick, and floating holiday time but who, due to a serious injury or prolonged illness of himself or herself, or of a family member as approved by the City

Manager under II. above, and has exhausted, or is about to exhaust (within one week), his or her allotted vacation, sick leave and holiday time, or other leave bank hours.

2. Upon approval of an employee's request for donated time, the Human Resources Department may, if requested to do so by the employee, post a notice of the need for leave donations for the affected employee.

3. Any employee who wishes to donate vacation/floating holiday hours to an employee whose request for such donated time has been approved (hereinafter referred to as the "donating employee") must complete the Authorization for Paid Time Off Donations Form (Attachment II). This form must be signed by the donating employee and submitted to the Department's payroll clerk.

B. Only earned vacation and earned floating holiday credits may be donated. Sick leave may not be donated.

1. Donations are entirely voluntary and time is to be donated in whole hour increments.

C. The donated hours will be credited to the receiving employee on an hour-for-hour basis regardless of the pay rate of the donating employee.

D. To be eligible, the receiving employee must have exhausted all paid leave, or will foreseeably exhaust all such time (within the next week), due to his or her personal serious injury or prolonged illness.

E. Donations of such hours are irrevocable by the donating employee. Any donated time remaining at the end of the employee's leave of absence due to the injury or illness is for the sole use of the employee to whom the donation was made**.**

1. A receiving employee shall accumulate hours of donated time on an as-needed basis, so that there is not an accumulation of hours beyond what is needed by the receiving employee. Donated hours shall be held by the Payroll Division and not credited to the receiving employee until all sick and vacation time and other leave bank hours have been used and the receiving employee is in need of the hours donated. If donations are made in excess of 160 hours, the donating employees shall be informed that no more hours are being accepted, but acknowledging the generosity of the donating employees.

F. Donated hours shall not be intermingled with earned vacation or floating holiday hours, or any other leave bank time of the receiving employee. The Department of both the donating and receiving employee shall keep a separate account of the time donated or received and report such time to the Payroll Division in the Finance Department. An employee with donated hours on the books, upon receipt of the next annual allotment of vacation and floating holidays, shall first exhaust their own vacation and holiday allotment before utilizing any more of the donated hours.

II. Disclaimer

Nothing in this Section shall be construed to amend, interpret, modify or change any other policy of the Manual of Personnel Rules, Practices & Procedures pertaining to Leaves of Absence, or any other Section hereof, nor to amend, interpret, modify or change any other policy of the Salary Resolution for non-represented employees, or any Memorandum of Understanding between the City of Pasadena and the represented bargaining units of the City, except as may be agreed to by such bargaining units after meeting and conferring over the subject matter of this Section.