

	Leave Donation <i>Adopted: 10/23/2019</i>
Last Revision Date: 06/12/2024	Policy No. 4.801
Last Enabling Resolution: 131-2024/908-2024	Developer/Reviewer: Human Resources

1. Purpose

The Leave Donation program allows eligible employees to donate sick leave or vacation leave to other qualifying employees who experience an extreme, catastrophic or life-threatening injury, illness or impairment which will cause, or is likely to cause, an affected employee to take leave without pay.

2. Scope

This policy applies to all Sedgwick County employees.

3. Policy Statement

Sedgwick County has established the following guidelines for policy eligibility and donation.

A. Eligibility

1. Full time employees who have been employed by the County for a minimum of one year and worked 1,250 hours in the past year may apply for the Leave Donation benefit. Leave Donation may be requested only for an extreme, catastrophic or life-threatening injury, illness or impairment which will cause, or is likely to cause, employees to take leave without pay.
2. Employee cannot have more than 12 hours of combined paid leave (sick, vacation, comp time) before receiving Leave Donation.
3. Paid leave will accrue while receiving compensation through Leave Donation.
4. Employees receiving payments for disability, Workers’ Compensation or other compensation related to their medical condition cannot receive Leave Donation.
5. Employees must be in satisfactory standing with Sedgwick County to be eligible for Leave Donation.
6. Employees may only receive donated leave for the duration of the current illness or injury, until they are approved for KP&F, KPERs or Social Security disability or they have used 12 weeks of donated leave.
7. Employees may receive up to a maximum of twelve (12) consecutive weeks of Leave Donation. Exceptions to the distribution pattern will be considered on a case-by-case basis.
8. Employees may only utilize this program once during their employment at Sedgwick County.

B. Donating Accrued Leave to Leave Donation

1. Donations can be made during Open Enrollment or anytime during the year using the Leave Donation form on e-line or through SuccessFactors.
2. Employees may donate sick leave or vacation leave to the leave pool. Employees may donate up to 16 hours of sick leave or vacation leave per calendar year but must have at least 120 hours of sick leave and 80 hours of vacation after donating. Employees desiring to donate more must receive approval from the Chief Human Resources Officer in consultation with the Budget Department.
3. All donations must be made in full hour increments which are converted to a dollar amount based on the hourly pay rate of the donor. Funds are withdrawn from the leave pool at the hourly rate of the recipient.
4. Donated leave will be deducted during the next pay period following the submission of the donation.
5. In emergency cases when the pool is depleted, Human Resources may solicit donations from eligible employees.
6. In the event that adequate funding is not available to support the program and an eligible employee(s) is attempting to use the program, the County Manager or his delegate will authorize a transfer of budget authority from the Operating Reserve to the Budgeted Transfers fund center. This amount will then be transferred from the General Fund to the Employee Benefit Fund (also known as the Health/Dental/Life Insurance Reserve) per a resolution submitted for authorization to the Board of County Commissioners, on an as needed basis, in an amount equivalent to the payroll costs incurred and/or anticipated. Budget authority transfers done in accordance with this policy are not subject to the Budget Transfer and Allotment policy.
7. Fire District 56-hour employees may not donate vacation leave, but may donate sick leave.
8. Employees in grant-funded positions are not eligible to donate either sick leave or vacation leave.
9. Donated time is not tax-deductible.

4. Definitions

- A. **Qualified Employee** – An employee experiencing an extreme, catastrophic or life-threatening illness, injury or impairment, including having a medical condition that is seriously dangerous and might even result in death. The employee's condition is grave, severe or critical.

5. Procedures

- A. It is the employee's responsibility to contact the FMLA and ADA Specialist to obtain the Request for Leave Donation form.
- B. The employee is responsible for submitting the Request for Leave Donation form directly to the FMLA and ADA Specialist prior to, or as soon as, the need for Leave Donation is recognized.
- C. If the employee meets the eligibility criteria, Human Resources will request the employee provide medical certification using the Leave Donation Medical Substantiation Form.

- D. A panel of three Human Resources staff shall review the request and the information provided by the employee's health care provider substantiating that the employee's illness, injury or impairment is extreme, catastrophic and/or life-threatening, as part of the review and decision making process.
- E. The employee and the department will be notified in writing by Human Resources once the employee has been approved for Leave Donation. The employee's timecard will be transitioned to Human Resources for the period of the approved paid leave.
- F. If it is determined that the illness, injury or impairment is not extreme, catastrophic or life-threatening, the employee will receive a written explanation of the denial from Human Resources.
- G. The decision made by Human Resources is final. There is no appeal process.
- H. If the employee is not able to return to work at the conclusion of Leave Donation, Human Resources will facilitate an options meeting with the department.