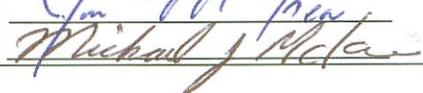


410
LEAVE DONATION

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PURPOSE

PTO donation is available to County employees who have exhausted their PTO as a result of a serious medical condition or other notable hardships in their lives. Uintah County's involvement in the donation process is strictly administrative. Each employee is responsible to notify Human Resources for assistance.

SCOPE

This policy applies to all employees except those that do not accrue PTO. This policy sets out the conditions under which donated leave may be requested, transferred and otherwise administered.

CROSS REFERENCES

Leave, Policy 400

POLICY AND PROCEDURE

1. Conditions of Leave Donation
 - A. An employee shall be eligible for consideration to receive PTO leave donation subject to the following conditions:
 1. The employee, or the employee's spouse or dependent child suffers from a major illness or serious medical condition that is supported by a medical certificate or other evidence acceptable to the HR director;
 2. The employee has used all accumulated leave; and
 3. The employee does not have a history of leave abuse.
2. Request for Donation
 - A. An employee may request donated leave, in writing, through the employee's Department Head, who in turn shall consult with the HR Director.
 - B. Upon receipt of a request, the HR Director, after conferring with the employee's Department Head, shall determine if the employee is eligible for donated leave.

3. Donor Eligibility

- A. An employee may donate PTO or compensatory time hours in accordance with the following:
 - 1. The donating employee must be able to maintain a PTO balance of 80 hours. For example, if an employee has 84 hours, he/she may only donate 4 hours until more hours have accrued.
 - 2. The minimum donation amount is four (4) hours.
 - 3. One or more employees may contribute to any employee that requests donation.
 - 4. Donors names or hours donated shall not be disclosed by the County.

4. Soliciting Donation

- A. An employee soliciting donations on behalf of another employee shall contact his/her Department Head. The Department Head and HR Director will solicit donations with the remainder of the departments within the County. All donors shall contact the County payroll clerk to donate hours.

5. Managing Donated Hours

- A. After verification of donor eligibility, the County payroll clerk shall deduct the amount of leave donated from the donor's leave balance and notes it on the donor's leave record.
- B. The County payroll clerk shall transfer donated hours to the eligible employee in time blocks of up to 160 hours, in accordance with section 6 below.
- C. The County payroll clerk shall monitor donated hours so that surpluses do not remain unused. Where there is a surplus of unused donated hours, the County payroll clerk shall transfer the hours back to the donors. Donated leave will be used on a "first received" basis and the remainder will be returned to the donors in a reverse chronological order.

6. Length of Donation - An employee who has a major illness or serious medical condition is eligible for donated leave for a continuous period not to exceed three months. An employee whose spouse or dependent child has a major illness or serious medical condition is eligible for donated leave for a continuous period not to exceed three months. An employee who is absent on donated leave for a continuous period of four weeks shall advise the HR Director of the continuing need, if any, for more donated time. The HR Director may then direct the transfer of additional donated hours in amounts up to 160 hours.