



VOLUNTARY ACCRUED VACATION / SICK LEAVE DONATION POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To allow employees to donate some of their accrued vacation and / or sick leave to a fellow employee who has a serious health condition, or to a fellow employee who has a spouse, child, or parent who has a serious health condition, and who has exhausted all of their paid time off.

Policy:

Employees may donate accrued vacation time and / or sick leave from their annual ten (10) day (or two (2) week equivalent, per the sick leave policy) sick leave to a fellow employee who has a serious health condition, or to an employee who has a spouse, child, or parent who has a serious health condition, as defined by the FMLA, and who has exhausted all of their paid time off. Each employee will be allowed to donate up to a maximum of ten (10) days (or two (2) week work time equivalent, as per the employee's labor contract or city policy) in a two year period. This policy may be continued or discontinued at any time, and without recourse by the participants in the program.

Procedures:

1. The employee in need of donated time must have exhausted all available floating holidays, vacation, sick leave, personal leave, and compensatory time. In addition, any employee who has exhausted FMLA leave must apply for a leave of absence in accordance with their labor contract or City policy.
2. The employee in need of donated time must have a serious health condition, or must have a spouse, child, or parent with a serious health condition, as defined by the FMLA. The employee may remain anonymous, or may allow the City to release a statement that indicates that the employee or their spouse, child, or parent has a serious health condition which qualifies under this policy, if necessary, for purposes of executing the policy's intent. No specific health information will be shared with any other employee or staff.

3. The employee in need of donated time must notify the Human Resources Manager, or designee, of their need and provide a completed Family and Medical Leave Health Care Provider Certification form. The Human Resources Manager, or designee, reserves the right to request additional information regarding the employee's need for sick leave, as well as reserves the right to request additional information or recertification throughout the duration of the health condition to assess the need for sick leave.

4. The employee(s) willing to donate accrued vacation and / or sick leave must complete a "Voluntary Accrued Vacation / Sick Leave Donation" form and forward it to the Human Resources Manager, or designee. A list of those wishing to donate will then be established in the order that the completed "Voluntary Accrued Vacation / Sick Leave Donation" forms are received. Donating employees' donation forms and the donation list shall remain confidential

5. The donated accrued vacation / sick leave will be deducted from the donating employees' vacation accrual and / or sick leave.

6. Employee(s) will be allowed to donate a maximum of ten (10) days (or two week work time equivalent,) of accrued vacation and / or sick leave in a two (2) year period.

7. The donated vacation will be deducted from the donating employees' vacation accrual in a minimum of eight (8)-hour increments, or whatever the minimum increment is that the vacation leave can be taken by the donating employee if greater than eight (8) hours; and the donated sick leave will be deducted from the donating employees' sick leave in eight (8)-hour increments, or whatever the minimum increment is that the vacation leave can be taken by the donating employee, if greater than eight (8) hours. These donated increments will be deducted in the order that the completed "Voluntary Accrued Vacation / Sick Leave Donation" forms are received by the Human Resources Director. Donating employees will be required to sign a "Payroll Action Form" each time a sick or vacation increment is going to be deducted from their accruals.

8. Once eight (8) hours, or the minimum increment for each respective leave, if greater than eight (8) hours, has been deducted from each of the donating employees on the list, another minimum leave increment will be deducted from the donating employees' vacation or sick leave, if needed, in the same order, to a maximum of eighty (80) hours per employee (or a two (2) week work time equivalent of hours), on the list.

9. Once a “Voluntary Accrued Vacation / Sick Leave Donation” form has been submitted for donation for a specified employee, the donor may not withdraw the donation.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.