



# Leave Donation Policy

Policy Number: PP 2-1

Effective Date: December 1, 2012

Approved By: Roger L. Stancil, Town Manager

## POLICY

Employees may donate accumulated hours of their accrued annual leave to the sick leave balance of a coworker, following town policies.

## PURPOSE

In accordance with the Town value of **Teamwork**, employees may donate annual (vacation) leave to other employees who have exhausted their own sick and annual leave due to illness. This donated annual (vacation) leave is to be used as sick leave to compensate an employee who is out due to personal or family medical conditions. The Director of Human Resource Development is authorized to issue procedures consistent with this policy.

## R.E.S.P.E.C.T. VALUES



**Teamwork:** We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

## APPROVAL

Roger L. Stancil, Town Manager



# Leave Donation Procedures

Policy Number: PP 2-1

Effective Date: December 1, 2012

Approved By: Cliff Turner, Human Resources Development Director

## PROCEDURES

**These procedures are issued by the Director of Human Resource Development to implement the Leave Donation Policy, PP 2-1, issued by the Chapel Hill Town Manager. These procedures may be periodically updated.**

**All benefited full- and part-time employees are covered under this policy.**

- A. Eligibility for Receiving Donated Leave: In order to be eligible to receive donated leave, an employee must satisfy all of the following conditions:
1. Serious Health Condition: The absence for which leave is donated must be due to a serious health condition of an employee or employee's immediate family member (Non-FMLA Definition). Employees may use donated leave for absences that meet either of the following conditions:
    - a) Absence of three or more consecutive days
    - b) Absence that is eligible for FMLA
  2. Medical Certification: An employee must provide medical documentation from a certified healthcare provider (FMLA paperwork will suffice for this requirement).
  3. Probationary Period: An employee must have successfully completed the probationary period required for their position.
  4. Maximum donated Leave: Leave equivalent to up to 30 average workdays may be received and/or used within a 12 month period. The period is calculated beginning on the first day that donated leave is used for an event.
    - a) Donated leave may not be used to extend an employee's leave status beyond the date that the employee is expected to return to work.
- B. Requesting and Qualifying for Donated Leave: Individual employees may inform others that they are going to be absent and have exhausted all their accrued annual and sick leave. However, departments and individuals must not put pressure on employees to donate. Leave donations will be kept confidential.
1. Request Form: Employee submits a complete **FORM 2-1 A Application for Donated Leave Form** to the Human Resource Development (HRD) Department. Form includes:

PROCEDURES  
CONT.

- a) Amount of Donated Leave Requested. Employee must request a minimum of three (3) average workdays. The total amount of leave requested by the employee shall correlate to the amount of leave that has been approved for the qualifying medical condition and the amount of leave the employee has available to them to use.
  - b) Medical Authorization: The employee must submit medical authorization from the treating healthcare provider confirming a serious health condition of an employee or employee's immediate family member. If employee already qualifies for FMLA, that qualification documentation is sufficient. If employee does not qualify for FMLA, the employee should still submit FMLA paperwork since it will be used to obtain medical authorization to qualify for and use donated leave. HRD will confirm medical documentation and make the final approval.
2. Approval: Upon approval, HRD will notify the recipient employee and the Payroll Division of the Business Management Department.
  3. Surplus Donations: Once the amount of leave requested by the employee is donated, no further donations will be accepted or otherwise held.
  4. Additional Donations: An employee may request additional donated leave provided that the total amount does not exceed the maximum of 30 average workdays in a 12 month period.
- C. How to Donate Leave: Donations are voluntary and confidential. Employees may donate leave in 4 hour increments.
1. Donation Form: Employees may obtain a **FORM 2-1 B Leave Donation** from the Human Resource Development Department or from their Payroll and Benefits Representative.
  2. Donor Leave Balance: The donor must maintain an average of 6 days of annual leave after donation.
  3. Approval Process: Completed donations forms should be submitted to HRD for approval. Once approved, the information will be forwarded to the Business Management Department where it will be deducted from the donating employee's annual leave balance and applied to the sick leave balance of the recipient employee.
- D. Use of Donated Leave:
1. Exhaust All Leave: An employee must exhaust all available leave before using any donated leave. All available leave includes sick leave, annual leave, banked holiday leave, and compensatory time.

PROCEDURES  
CONT.

2. Hours: Donated leave can be used at full time rate, part time rate, or to supplement Town –provided disability payments. Employees who wish to supplement disability payments must consult with HRD to assure that they are in compliance with the terms of their disability coverage.
3. Accrual: Employees shall accrue leave for any pay period when the use of leave is equivalent to at least fifty (50) percent of their average paid hours for that pay cycle. Standard deductions will be taken out of this pay.

E. Payroll and Accrual Procedures for Donated Leave:

1. Use of Donated Leave: Donated leave will not be applied to a recipient employee’s sick leave until all other leave has been exhausted. Leave earned during the pay period by the employee receiving donated leave will be applied toward future absence in the next pay period.
2. Maximum Leave: Donated leave hours up to a total of 30 average workdays in a 12 month period are transferred to the employee receiving the donated leave.
3. Donations are Final: Once the donated leave is transferred to the receiving employee, the donation is FINAL and cannot be reversed.
4. Amount Transferred to Employee will not exceed Request: Only the amount of leave approved by HRD shall be transferred as donated leave.
5. Payroll to Track and Notify: Payroll will track the number of leave hours donated to the recipient employee and notify the employee, their supervisor, and the department head when the employee reaches the maximum of 30 average workdays in the 12 month period.
6. Deadline: Leave donations forms received in HRD by the customary weekly or biweekly payroll changes deadline will be available to the recipient for that payroll period. Forms received after the deadline will be available for the next payroll.
7. Holiday Pay: If a holiday falls within the donated leave usage, the employee will receive holiday pay instead of using donated leave hours. However, employees are not eligible for holiday compensation unless the employee is in pay status for the pay period. Employees may use donated leave to qualify for pay status. Please contact HRD for more information.

PROCEDURES  
APPROVED BY

Cliff Turner, Human Resources Development Director



FORMS/  
INSTRUCTIONS

- FORM 2-1 A Application for Donated Leave (used by employee requesting leave)
- FORM 2-1 B Leave Donation Form (used by employee donating leave)

## ADDITIONAL CONTACTS

Human Resource Development 919-968-2700 or [HR@townofchapelhill.org](mailto:HR@townofchapelhill.org)  
Ombuds office 919-265-0806 or [Ombuds@townofchapelhill.org](mailto:Ombuds@townofchapelhill.org)

## DEFINITIONS

- A. **Average Workday:** the average number of scheduled hours in a week divided by 5, as shown in chart below.

Weekly Scheduled Hours	Average Workday
20	4
30	6
37.5	7.5
40	8
42	8.4
56	11.2

- B. **Immediate Family Member—non-FMLA definition:** Immediate family members include parents; step-parents; parents-in-law; grandparents; children; grandchildren; step-children; domestic partners; the children of domestic partners; siblings (when employee is the sole care provider); and spouses.
- C. **Pay Status:** an employee is considered in pay status if they are paid for at least half of their base pay during a pay period.

## SCOPE

This policy covers all benefited full and part time employees.

## POLICY HISTORY

Issued June 30, 1998  
Reissued December 1, 2012  
Updated January 1, 2018

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI **Related Information**. In the event of any disparity between this policy and the Town's Code of Ordinances and/or applicable local, state, or federal laws, the Town's Ordinance and/or applicable laws shall prevail.

## RELATED INFORMATION

[Town of Chapel Hill Code of Ordinances Section 14-71](#)  
[PP 2-3 Holiday Pay](#)  
[PP 2-6 Sick Leave Policy](#)  
[PP 2-8 FMLA](#)