

CITY OF CHICO
Administrative Procedure and Policy Manual

Subject: SICK LEAVE TRANSFER (DONATED LEAVE) POLICY		Number: 13-26
		Effective Date: April 1, 2017
		Supersedes:
Department(s) Affected: All Departments		File Reference:
Authority: Section 2.1 2.010 Chico Municipal Code	Approved: <i>Mark Orme</i>	

I. PURPOSE

This policy describes the City of Chico’s process for transferring sick leave from one employee’s accrual balance to another employee’s accrual balance.

II. APPLICABILITY

This policy applies to all City employees.

III. POLICY

The City of Chico recognizes that employees, or their family members, may have a medical emergency that causes a severe impact to them resulting in a need for additional time off in excess of their available leave accruals. To address this need, all eligible employees will be allowed to donate/transfer sick leave accruals from their unused balances to their co-workers in need in accordance with the procedure outlined below. This policy is strictly voluntary.

IV. DEFINITIONS

Eligible Recipient Employee: All full-time or regular part-time employees of the City of Chico shall be considered eligible to participate in the program. The Eligible Recipient Employee must not be eligible to receive workers’ compensation benefits.

Family Member: Shall include spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, other relationships as approved by Human Resources, and those relationships recognized by law as in-law, half, step, adopted, or foster family members.

Leave Bank: A leave account into which employees may deposit, via an approved “Transfer of Sick Leave” form (Exhibit B), their donated leave from which the leave will be distributed to the Eligible Recipient Employees who request such leave. This “leave bank” is required, under IRS regulation, to ensure a bona fide leave transfer program.

Medical Emergency: A medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the Sick Leave Transfer plan.

V. PROCEDURE

- A. The City has established an employer-managed “Leave Bank” for the purpose of soliciting and distributing transferred sick leave.
- B. An Eligible Recipient Employee, who has exhausted all available paid leave accruals, may submit a “Request for Transferred Sick Leave” form (Exhibit A) to the City’s Human Resources and Risk Management Office. Medical Certification may be required.
 - i. A “Request for Transferred Sick Leave” form may be submitted *prior* to an Eligible Recipient Employee exhausting their available paid leave; however, donated/transferred sick leave will not be available until after all of the employee’s available paid leave is exhausted.
 - ii. An Eligible Recipient Employee shall be eligible to receive a maximum of 12 weeks of donated/transferred sick leave.
- C. Upon approval, the Human Resources and Risk Management Office will solicit requests for donated/transferred sick leave. The solicitation will include the Eligible Recipient Employee’s name and any information that they authorize to be provided.
- D. Employees wishing to donate/transfer sick leave, must complete a “Transfer of Sick Leave” form and submit the completed document to the Human Resources and Risk Management Office for approval and processing.
 - i. Employees may donate no more than 50% of their current sick leave balance, and after the donation/transfer is submitted, must have a balance of, depending upon shift, at least forty (40) hours or fifty-six (56) hours.
 - ii. The donation/transfer, once approved and utilized, is irrevocable.
- E. The City will not inform the Eligible Recipient Employee the names of those employees donating/transferring hours.
- F. In the event that an Eligible Recipient Employee does not have need for or use all of the donated/transferred leave, such leave shall be returned to the donating employee on a “last in first out” basis.