



Tillamook County

AFSCME Paid Leave Donation

Leave Donor Form

Employee Name _____
(Print Your Name Here)

In accordance with the County Policy: When an employee has exhausted all accumulated leave due to a serious illness or injury fellow employees may donate accrued Vacation or Sick leave to that employee who is currently on approved sick leave without pay, if authorized by their Department Head. The Donating Employee can donate their unused accumulated Vacation or Sick leave hours, but must maintain a minimum balance of 80 hours of accrued Vacation and a minimum balance of 280 hours of accrued Sick leave.

The Value of Donated leave is an hour for hour donation, **not** determined by the hourly wage of the employee making the donation.

This is not intended to require employees to donate accrued sick or accrued vacation hours. The choice to donate is strictly voluntary and will be kept confidential.

Employees are eligible to receive up to 80 hours of donated leave per qualifying event. If an employee receives more donations than needed, excess leave will not be transferred to the donee.

I hereby authorize Tillamook County to deduct _____ hours
of my **Accrued Sick Leave**.

I hereby authorize Tillamook County to deduct _____ hours
of my **Accrued Vacation Leave**.

for the benefit of:

(Print Name of Employee you are donating your hours to)

Employee Signature

Date

Department Head Signature

Date

Please send completed Original Form to Human Resources

Rev. 6/2021

DONATED VACATION OR SICK LEAVE POLICY

The intent of this policy is to provide a means for employees to donate accrued vacation or sick hours for eligible coworkers if they have depleted their leave balances due to becoming seriously ill or injured. However, employees should not rely on receiving donated leave if their banks are depleted. Employees may request donations once per qualifying event.

This policy applies to the employees represented by AFSCME. The County is not precluded from adopting this policy for other employees, subject to Board approval or other legal obligations for other bargaining units. The County acknowledges that prospective changes to this policy may require bargaining obligations.

Criteria for Receiving Donations

In order to be eligible to receive donated leave benefits, you must meet all of the following criteria:

- You must be employed in a classification that is eligible to earn paid vacation and sick benefits through Tillamook County,
- All accrued paid leave must be exhausted,
- You must not have any attendance disciplinary action for habitual, patterned or excessive absenteeism or tardiness in your file within the previous twelve months,
- You must be unable to work/continuously absent from work for a period of at least fourteen (14) calendar days due to your own serious illness or injury or the need to care for their spouse, registered domestic partner or child (including biological, adopted, step-children, foster children, registered domestic partner's children) with a serious illness or injury.
- You must apply for and be approved to receive family leave under applicable law (OFLA and/or FMLA),
- You must not have already received donated leave for the same qualifying event, and
- You must have made a written request for donated leave.

Donations are hour for hour and employees are only eligible to receive leave donations for the hours they would otherwise be scheduled to work, up to the amount of time that the healthcare provider has certified that they or their family member is unable to work as a result of the qualifying condition.

An employee receiving donated leave for a qualifying event is limited to receiving up to 80 hours of leave.

Please note that employees are strongly encouraged to manage their paid leave wisely and to keep "reserves" available to cover themselves if a serious illness or injury occurs. The County does not guarantee how much, if any, donated leave benefits will be available for any employee. Even when donated leave is available, there is no guarantee that sufficient leave donations will be received to cover any employee's entire period of eligibility.

Requests for Donations

An eligible employee must contact Human Resources to initiate the donation process. The employee requesting a leave donation must complete a Leave Donation Request Form, available from Human Resources. The employee should specify the amount of leave being requested. Medical certification of the illness or injury will generally be required. Leave donation requests must be reviewed and approved by Human Resources. To reduce delays, the leave donation process should be started as soon as the receiving employee realizes there is a need for donations--ideally, prior to the exhaustion of accrued paid leave balances.

Human Resources will post a County-wide notice to solicit donations for donated leave. Employee medical information will not be released.

Donations will be applied to the recipient's sick leave account on an hour-for-hour basis in the order they are received. Donations in excess of the allowable maximum will not be processed.

Making Donations

Employees who wish to donate paid leave to another employee can donate accrued vacation and accrued sick leave. Accrued holiday and personal days are not eligible for donation.

In order to be eligible to donate leave, the employee must meet all of the following criteria:

- The donating employee must maintain a minimum of eighty (80) hours of accrued Vacation Leave benefits after the donation.
- The donating employee must maintain a minimum of 280 hours of accrued sick leave benefits after the donation.
- Other forms of leave may not be donated.
- The donating employee must submit a written request stating their desire to donate leave as well as the amount and type of accrued leave being donated.

The donating employee must fill out a Leave Donor Form and submit it to Human Resources. Leave Donor Forms will be accepted by Human Resources after a request has been posted. This form is available from Human Resources. Donating employees can donate more than once subject to the above limitations.

All donations of paid leave benefits are voluntary and irrevocable once transferred to the receiving employee (note donations are transferred in the order received. If an employee receives more donations than needed, excess leave will not be transferred). For ASCME employees, disputes of this policy are limited to Step 3 of the grievance within the collective bargaining agreement.