



## Donated Vacation Leave Policy

Employees may voluntarily donate vacation to other County employees who are disabled due to a non-compensable illness, impairment, injury, or physical or mental condition. County employees may also donate vacation time to another employee who is not disabled themselves but rather off work due to the disablement, illness, impairment, injury, or physical or mental condition of their spouse, child, mother or father. The maximum allowable leave time an employee may receive for an approved event is four (4) weeks of pay.

An employee can donate any amount of vacation leave, as long as the donating employee retains a minimum balance of one week of vacation leave hours. The minimum unit of donated time is four (4) hours of vacation time.

An employee may use the equivalent of twenty (20) days of donated vacation time in a 12-month period. In order to utilize donated vacation leave, the receiving employee:

1. Must use all accrued vacation leave, compensatory time, personal leave, and any other County sources of paid time off including short and long term disability prior to receiving the donated hours.
2. Must have over one year of continuous regular service.
3. Must be classified as a regular full-time or part-time employee.
4. Cannot be on probationary or temporary status.
5. Must submit a written request to receive donated vacation hours to the Human Resources Director. Accompanying this request must be a written statement from the employee's physician certifying the leave is necessary, the length of time needed to be absent from work, and when the leave shall begin. This medical statement should not disclose detailed information about the medical condition or any long-term prognosis for the condition.

Also accompanying this request must be a written statement from the employee's supervising Elected Official or Department Director indicating their response to the employee's request. Based on the Human Resources Director's recommendation, the County Administrator must approve a request for donated vacation leave before Human Resources and Finance can initiate the program for the employee.