

LEAVE DONATION 311

Effective Date: 11/07/2016

Employees can donate some of their accrued annual leave to a leave bank established by Cass County for employees who would otherwise need to take unpaid leave due to a serious health condition. All requests must be solicited through and approved by the Department Head, the Human Resources Director, and one other Department Head. The maximum number of hours contained in the leave bank may not exceed 1000 hours.

Employees eligible to receive donated leave must have otherwise exhausted all paid leave and must either be suffering from a serious health condition, as defined under federal Family and Medical Leave Act, or the employee's spouse, parent, or child is suffering from a serious health condition. Employee's use of shared leave may not exceed four months in any 12-month period.

Employees eligible to receive donated leave may request solicitation of leave from their Department Head. Employees may not solicit donations on their own. Department Heads may provide basic information to solicit donations from the employees of the same department. Employee's use of donated leave may not exceed 480 hours (12 weeks) in any 12-month period. Employees receiving donated leave will have 365 days from the time of the request to use the donated leave. Donated leave not used within the 365 day timeframe will be moved from the employee balance to the County Donated Leave bank.

Information about the employee needing to borrow leave will be reviewed with the employee before it is publicized. Further, an employee's names will be withheld on request, although Cass County provides no assurance that co-workers will not reveal an employee's name if they have figured out who the employee is—for example, based on the timing of an employee's absence.

To make a donation, employees should submit a signed statement or e-mail indicating the number of accrued vacation hours the employee wishes to donate to the Department Head, who will then provide to the Human Resources Department. The donations must be in full hour increments. Once leave is donated, it is not returnable. Employees wishing to donate vacation hours must do so on a strictly volunteer basis.