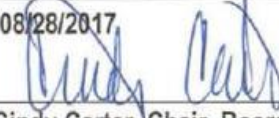


Grant County Personnel Policy

DATE ISSUED: 08/28/2017	EFFECTIVE DATE: 08/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

803 – Sick Leave Donation

- 803.1 Specifics: It is the policy of Grant County to allow eligible employees to donate accrued sick leave to fellow employees according to specific guidelines.
- 803.2 Donation Process: Eligible regular full-time employees may receive up to ninety (90) days (720) hours of donated sick leave during a twelve (12) month period. Eligible regular part-time employees may receive a pro-rated amount of leave based on their regularly scheduled hours of work (*i.e.*, a regular part-time employee scheduled to work twenty (20) hours a week would receive 50% of the 720 hours). The twelve month period begins the date the first donated sick leave is used. The person requesting the sick leave donation is referred to as the Recipient. The employee donating the sick leave is referred to as the Donor.
- 803.2.1 An employee may request sick leave donation by completing the Sick Leave Donation Request Form. This form is available on the County's intranet under the Human Resources tab, Sick Leave Donation Form.
- (a) The employee obtains the supervisor's approval.
 - (b) The employee obtains Accounting's verification of leave status.
 - (c) The employee forwards the request to the Human Resources Department.
 - (d) The Director of Human Resources obtains medical documentation as appropriate. The Director forwards a recommendation to approve or deny the request to the Board of County Commissioners.
 - (e) The Board of County Commissioners provides notice of its decision and establishes the donation deadline, usually fifteen (15) days, in the notice.
- 803.2.2 Should the employee not be available to initiate the process, the supervisor may initiate the above steps 803.2.1(a)-(c).

Grant County Personnel Policy

803.2.3 Sick leave donations shall be utilized according to a process established by Accounting. The process reduces sick leave, in increments of no less than two (2) hours, from all eligible donors until the requested leave or the total of all donated leave, whichever comes first, is reached, or until the donation maximum is reached.

803.2.4 Sick leave donation forms must be received by Accounting by the donation deadline.

803.3 Sick Leave Donor Eligibility: Full-time and part-time employees who are eligible to accrue sick leave are eligible donors. Donors must maintain a balance of at least ten (10) days (80 hours) after the deduction of the donation and may not donate less than two (2) hours and must donate in two (2) hour increments.

803.4 Sick Leave Recipient Eligibility

803.4.1 To be eligible to receive donated sick leave, the recipient must:

- (a) Suffer from an illness, injury, impairment, or physical or mental condition, which is extraordinary in nature; *i.e.*, life threatening or causes long term or permanent physical damage which could preclude the employee from returning to work;
- (b) Be a regular full-time or regular part-time employee who has worked for the County for at least twelve (12) consecutive months prior to the request;
- (c) Have exhausted all sick leave options, including having exhausted annual leave and compensatory time balances;
- (d) Have approval from supervisor that proposed use of sick leave is justified; and
- (e) Have previously abided by leave-of-absence policies.

803.4.2 Elected Officials, seasonal, temporary employees, and other employees not eligible to earn sick leave are not eligible to receive sick leave donations.

803.5 Requirements for Recipient: The County requires sick leave donation recipients to:

803.5.1 Exhaust all accrued sick leave, annual leave, and compensatory time prior to using donated sick leave after a donation request;

Grant County Personnel Policy

803.5.2 Provide medical certification as requested (the County may require additional medical opinions at the County's expense); and

803.5.3 Report at least monthly to the supervisor during the sick leave regarding status, and cooperate with the County on matters relating to work and leave.