

808.14 SUBJECT: COMPASSIONATE LEAVE BANK

:1 OBJECTIVE

To establish policy and procedure for the administration of a Compassionate Leave Bank to assist City employees (excluding sworn Police & Fire Officers) who experience a serious illness or injury.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003; amended by City Council April 27, 2009.

:3 DIRECTION:

Human Resources Division Manager through the Chief Administrative Officer (CAO) or designee and the Compassionate Leave Bank Committee.

:4 METHOD OF OPERATION:

A. Contributions to Bank

Any City employee who has accrued vacation or personal leave hours may elect to contribute to the Compassionate Leave Bank.

1. Vacation or personal leave hours contributed will not be included in income and, therefore, will not be taxable to the contributing employee; however, the hours, upon conversation, will be taxable to the receiving individual.
2. The cash value of the hours contributed will be computed based on the hourly rate of the individual contributing. This cash value will be deposited in the Bank. Funds removed from the Bank will be determined by the hourly rate of the individual receiving Compassionate Leave.
3. Contributions may be designated for use by a specific individual; however, once deposited in the Bank, contributions cannot be refunded even if the designated individual does not use all Compassionate Leave contributed for his/her benefit.
4. Contributions may be made by an employee completing a payroll deduction form.
5. Completed forms are to be sent to Human Resources Records Section for processing.

B. Eligibility for Benefits

In order to apply for Compassionate Leave, an individual must have experienced a serious illness or injury. The benefit of this policy does not accrue to related family members. In order to qualify, the following must apply:

1. The employee must be absent for a minimum of twenty (20) workdays within a three (3) month period as a result of the illness or injury.
2. Applicant must be a permanent full time employee who has worked for the City at least ninety (90) days.

3. All other leave options (vacation, personal, management, sick, advanced sick, etc.) must have been exhausted. Employees who are terminally ill and/or unable to return to work, may apply to the Compassionate Leave Bank without having applied for Advanced Personal Leave, provided all other leave has been exhausted. They also do not have to meet the 20 day absence requirement.
4. The employee cannot be receiving Workers Compensation or other City disability benefits.
5. Benefits from the Compassionate Leave Bank shall not exceed five hundred (500) hours per illness or injury.
6. Medical documentation must be provided.

C. Compassionate Leave Bank Committee

A Compassionate Leave Bank Committee will be appointed by the Chief Administrative Officer. This Committee will be comprised of five (5) members, the majority of whom must be employees not classified as Executive Management or Administrative Management. Human Resources Division Manager or designee will serve as permanent Committee Chair. (The remaining members will be appointed to serve for at least two (2) years.

D. Guidelines for Committee Meetings

The Committee Chairman will call meetings as needed to review applications for the Compassionate Leave Bank. Employees receiving Compassionate Leave must meet all the criteria listed in B above. However, meeting these criteria does not obligate the Committee to approve leave from the Compassionate Leave Bank. Additional items which should be taken into consideration include, but are not limited to:

1. The cash value of donated time available in the Compassionate Leave Bank.
2. The employee's use of unscheduled Personal and /or Sick Leave prior to this illness or injury.
3. Compassionate leave may be used upon the employee's return to work, provided such usage is directly related to the condition for which the leave was approved.

E. Application for Compassionate Leave

Application for Compassionate Leave may be made by completing an Application Form, which contains the following information:

1. Name and employee number of applicant.
2. The nature of the illness, injury, and disability, and the date it began.
3. The number of Compassionate Leave hours requested and the period to be covered.
4. A physician's statement describing the illness or disability and the estimated length of time until return for work.
5. A statement from the Payroll Section certifying the amount of leave remaining for the employee.

The completed Application Form should be sent to the Human Resources Division Manager for forwarding to the Committee.

F. Restrictions on Compassionate Leave

The following restrictions will apply to Compassionate Leave granted by the Committee:

1. Compassionate Leave in combination with any other benefits or hours worked shall not exceed 75% of the employee's normal gross pay within a given pay period.
2. Employees shall have no entitlement to Compassionate Leave which is granted but not used by the employee.

G. Records

If an employee is granted Compassionate Leave by the Committee, the City's Human Resources Records Section will be notified by the Committee Chairman or designee to authorize conversion of funds in the Compassionate Leave Bank based on the employee's rate of pay.

:5 FORMS:

Application for Compassionate Leave, Form 808.14.1

:6 COMMITTEE RESPONSIBILITIES:

Compassionate Leave Bank Committee.

:7 REFERENCE:

This procedure adopted by City Council, April 11, 1988, Item 14, A-29; amended June 21, 1993, Item 2-P; October 3, 1994, Item 3-S; amended April 3, 2000, Item 2PPP; amended September 11, 2000, Item 7X; amended January 13, 2003, Item B23; amended July 28, 2003, Item A4; amended September 15, 2003; re-formatted only April 2004; amended April 27, 2009, Item A-9.

:8 EFFECTIVE DATE:

This procedure effective April 27, 2009.