

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-035
	Subject Shared Leave Bank – Donation and Utilization	
	Special Instructions New SOP	Effective Date August 28, 2015

I. PURPOSE

Establish program guidelines for donating time to and utilizing the Shared Leave Bank.

II. POLICY

Recognizing that Department employees may have a family emergency or personal crisis that causes a need for additional time off in excess of their available time, eligible employees will be allowed to donate vacation time from their unused balance. Eligible employees will also be permitted to request usage of time from the available bank of hours.

III. DEFINITIONS

A. **ELIGIBLE EMPLOYEE** – an employee of the Department who has been appointed for a minimum of one (1) year.

B. **MEDICAL EMERGENCY** – a medical condition of either the employee or the employee's immediate family (as defined in this SOP), that is likely to require the employee to be absent from duty for a prolonged period and to result in a substantial loss of income because of the employee's lack of available paid leave. Note: The threshold for "a substantial loss of income" for purposes of this program is an expected absence in excess of three (3) days.

C. **IMMEDIATE FAMILY**– for the purposes of this SOP, consists of the employee's spouse or child (that is biological, step, adopted or foster); or, an endangered adult or parent who resides with and is dependent upon the employee for care and support.

D. **DONATION (Minimum)** – hours equal to one work day (Civilian, MCI and CPS 7.5 and Sworn 8.5)

E. **DONATION (Maximum)**– hours equal to one (1) work week (Civilian, MCI, and CPS 37.5, and Sworn 42.5)

F. **USAGE REQUEST (Minimum)** – the number of hours equal to the length of the shift for the day(s) being requested.

G. **USAGE REQUEST (Maximum)** – shall be reasonable and based on need, as determined by the Superintendent

H. **TIME ELIGIBLE FOR DONATION** – Accrued vacation

IV. DONATION PROCEDURE

- A. Donors shall request their supervisor to have the donor's attendance card to be audited to ensure enough time is available for the donation. The supervisor shall then provide the number of hours available for donation to the employee wishing to donate vacation time.
- B. Eligible employees shall complete a donation request in the Shield, and shall forward the request to their immediate supervisor.
- C. The Superintendent's Primary Staff shall review the request and make a determination.
- D. Formal communication will be sent to the donating employee with information outlining the approval or denial of the request; if approved, further instructions as to how to account for the donation on the attendance card will be sent.

IV. REQUEST PROCEDURE

- A. Eligible employees shall complete the Shared Leave Request form, and submit it through channels, along with current copies of their attendance cards, to the AC/S HRA.
- B. The AC/S HRA shall have the attendance audited, and verify the eligibility of the requestor and the amount of time being requested from the bank, and the qualifying circumstances.
- C. The Superintendent's Primary Staff shall review the Shared Leave Request form and make a determination.
- D. Formal communication will be sent to the requesting employee with information outlining the denial of the request; or, the approval of the request with further instructions as to how to account for the donation on the attendance card.

IV. GENERAL GUIDELINES

- A. In order to be eligible to request time from the bank, an employee must have exhausted all other available leave time.
- B. At no time shall an employee wishing to donate time to the bank be allowed to donate time that has not been accrued.
- C. Time may be donated once a year during the period December 1 through December 31, or at such time as the Shared Leave Bank has been exhausted, as determined by the AC/S HRA.
- D. Failure to comply with the guidelines of this SOP will constitute grounds for removal from eligibility to donate or request time from the Shared Leave Bank.
- E. The Human Resources Division shall maintain the Shared Leave Bank database to track donated and available time.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, and standard operating procedures.