



DONATED LEAVE PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: 06-17-09

DISTRICT CLERK'S OFFICE

ARTICLE 220.420h

TITLE: Donated Leave Procedure

ORIGIN: Article 120.420, Leave Policy

SCOPE: **Regular** Employees

GUIDING PRINCIPLES:

Donated leave is a **leave sharing program**.

Donated leave **may** be used for any leave authorized for the employee, spouse, child, parent or covered service member as follows:

- 1) under the Family Medical Leave Procedure OR
- 2) Approved leave for a serious medical condition for employees who have been employed less than twelve months; worked less than 1,250 hours in the past twelve months or exhausted their Family Medical Leave.

All leave donations are subject to review and approval as appropriate by Risk Management.

PROCESS:

- A. Leave may be donated to another **employee** in whole day (8 hour) increments.
 1. A regular employee may donate **accrued** annual leave to another **regular** employee so long as his or her donation **will** not prevent him the employee from taking his or her minimum required consecutive hours of annual leave during the payroll calendar year.
 2. A regular employee may donate accrued sick leave to another **regular** employee so long as the donating employee has completed at least **6 years of service**.
 3. All requests to donate leave **shall** be directed, in writing, to the Occupational Health Office, Risk Management. Requests shall be submitted by the donating employee by completing Form 1128, Leave Donation Request.
 4. Donated leave does not count against an employee's eligibility for payment under the sick leave incentive program.

- B. An employee to whom leave is donated may not access the donated leave until all of his or her accrued sick leave, ~~and accrued~~ annual leave, compensatory leave and personal day is exhausted.
1. ~~Once accessible, the donated leave shall be transferred on an as needed basis.~~
 1. The **transfers** deduction of all donated hours shall occur from the donating employees leave account in the first pay period after the donation is made. All donated leave will remain in reserve for the designated time period approved for the employee to whom the leave was donated. All donated leave for the employee will be used in rotating 8 hour increments among all who have contributed leave each pay period as needed. ~~the same date order as the donated leave was contributed, regardless of the type of leave donated.~~
 2. At the end of the approved leave all leave hours remaining in reserve will be equally credited back to the contributors leave accounts (not to exceed the contributors original donation) based on the number of hours contributed and remaining.

SUNSET: N/A