



Village of Mount Prospect

Voluntary Sick Leave Donation Policy

- 1) In an effort to assist employees who encounter catastrophic illnesses or injuries, the Voluntary Sick Leave Donation Program will allow all regular full-time employees to either donate their own accrued sick time to an eligible employee in need or to receive donated sick time. This program is voluntary; therefore employees are not required to participate.
- 2) The amount of sick time an employee has accrued will determine the amount of sick time he/she can donate. Donations of accrued sick time will be made according to the limits set in the Sick Leave Donation Graduated Scale (listed below). All contributions must be made in eight (8) hour increments and cannot exceed forty (40) hours.

For example, an employee who has 355 sick time hours accumulated, and is interested in donating to a fellow employee; would be eligible to donate up to sixteen (16) hours.

Sick Leave Donation Graduated Scale

<u>Accrued Sick Leave of Donor</u>	<u>Employee Allowed To Donate</u>
200 hours	8 hours per incident
300 hours	16 hours per incident
400 hours	24 hours per incident
450 hours	32 hours per incident
500 or more hours	40 hours per incident

A “catastrophic illness or injury” is defined as one that results in a medical condition which a physician has certified as being likely to result in or is expected to cause the employee to be incapacitated and unable to perform work in any capacity for an extended period of time. Examples may include, but are not limited to life threatening injury or illnesses such as cancer, AIDS, heart surgery, stroke, etc. The employee requesting Voluntary Sick Leave Donations must satisfy all of the following: (a) have exhausted all

earned benefit time for vacation, sick time, etc. (b) must be away from work with authorization on a leave of absence as a result of the medical condition; (c) must **not** be receiving any other supplemental payment such as worker's compensation, partial disability or long-term disability; and (d) not eligible for disability coverage from any of the available pension systems while seeking sick leave donation benefits.

- 3) The employee receiving donations ("donees") must not have any disciplinary actions filed against them or pending disciplinary actions in the past 60 days. Additionally, the donee must have exhausted all PTO which includes all personal, sick and vacation time before becoming eligible to receive sick time through employee donations. The employee receiving donations will not accrue paid time off benefits during the time the employee is using sick leave donations. The amount an employee can receive will be determined by the total amount of sick time donated and including other leave time used the total time off will not exceed six (6) months. The leave includes FMLA leave, paid leave and when appropriate unpaid leave in any rolling twelve (12) month period. Therefore, in addition to the employee's own PTO, which includes personal, vacation and sick, the employee can receive additional donated sick time not to exceed six (6) months in total time off from the date the employee first took time off due to illness or injury. Non-precedent setting exceptions to the six (6) month total time off rule may be made by the Village Manager or his/her designee on a case-by-case basis in order to reasonably accommodate for ADA purposes.
- 4) In order to begin the donation process, the employee anticipating the need for the Voluntary Sick Leave Donation Program must apply or a co-worker or supervisor would apply on behalf of the employee in need. Inquiries to apply for this program must be submitted in writing to the Human Resources Director. Once evaluated per the policy, the Human Resources Director will communicate the request to the Village's employee population.
- 5) Employees interested in donating time (donors) should fill out the Voluntary Sick Leave Donation Form (Attachment P), indicating the amount of time to be donated (see attached). The donations will be accepted in eight (8) hour increments and considered on an hour-for-hour per the conversion equivalents as indicated below and shall not exceed forty (40) hours per employee donation. The Human Resources Director must receive all forms indicating contributions within ten (10) business days of the sick time request notice. Upon approval, donated sick time will be deducted from an employee's sick leave accumulation and indicated as such on their paycheck. Donated time is unique to the eligible employee in need, and another employee will not be allowed to use that employee's donated sick time. Therefore, the employee who receives donated time may not give their donated time to another employee. A separate request will be required for other eligible employees in need.
- 6) Due to the difference in working hours between employee groups, the following illustrates the hour-to-hour conversion equivalents. Regardless of the conversion equation, the value of the sick time is based on sick time hours and not the hourly rate of

the employee donating or receiving the donation.

Twenty-four (24) hour shift employee donating to an eight (8) hour a day employee.

The conversion factor for an employee, who works 2600 hours a year, or 24 hour shifts, to an employee who works 2080 hours a year or 8 hours a day is **.80** (2080/2600). Therefore, eight (8) hours donated by an employee who works 2600 hours a year to an employee who works 2080 hours a year is equal to 6.4 hours. Furthermore, the value of those eight (8) hours will be reduced to 6.4 hours and added to the accumulated sick time donation.

Eight (8) hour a day employee donating to a twenty-four (24) hour shift employee.

The conversion factor for an employee, who works 2080 hours a year, or 8.0 hours a day, to an employee who works 2600 hours a year or 24 hour shifts, is **1.25** (2600/2080). Therefore, eight (8) hours donated by an employee who works 2080 hours a year to an employee who works 2600 hours a year is equal to 10.0 hours. Furthermore, the value of those eight (8) hours will be increased to 10.0 hours and added to the accumulated sick time donation.

Twenty-four (24) hour shift employee donating to a seven and one half (7.5) hour a day employee.

The conversion factor for an employee, who works 2600 hours a year, or 24 hour shifts, to an employee who works 1950 hours a year or 7.5 hours a day is **.75** (1950/2600). Therefore, eight (8) hours donated by an employee who works 2600 hours a year to an employee who works 1950 hours a year is equal to 6.0 hours. Furthermore, the value of those eight (8) hours will be reduced to 6.0 and added to the accumulated sick time donation.

Seven and one half (7.5) hour a day employee donating to a twenty-four (24) hour shift employee.

The conversion factor for an employee, who works 1950 hours a year, or 7.5 hours a day, to an employee who works 2600 hours a year or 24 hour shifts, is **1.333** (2600/1950). Therefore, eight (8) hours donated by an employee who works 1950 hours a year to an employee who works 2600 hours a year is equal to 10.664 hours. Furthermore, the value of those eight (8) hours will be increased to 10.664 hours and added to the accumulated sick time donation.

Seven and one half (7.5) hour a day employee donating to an eight (8) hour a day employee.

The conversion factor for an employee, who works 1950 hours a year, or 7.5 hours a day, to an employee who works 2080 hours a year or 8 hours a day is **1.0667** (2080/1950). Therefore, eight (8) hours donated by an employee who works 1950 hours a year to an employee who works 2080 hours a year is equal to 8.53 hours. Furthermore, the value of those eight (8) hours will be increased to 8.53 hours and added to the accumulated sick time donation.

Eight (8) hour a day employee donating to a seven and one half (7.5) hour a day employee.

The conversion factor for an employee, who works 2080 hours a year, or 8.0 hours a day, to an employee who works 1950 hours a year or 7.5 hours a day is **.9375** (1950/2080). Therefore, eight (8) hours donated by an employee who works 2080 hours a year to an employee who works 1950 hours a year is equal to 7.5 hours. Furthermore, the eight (8) hours will be decreased to 7.5 hours and added to the accumulated sick time donation.

Employees donating sick time to an ill or injured employee, who works the same number of hours annually as the donor, will not need a conversion factor. Therefore, the donation will be an exact hour-for-hour donation. Again, all donations must be made in eight (8) hour increments not to exceed forty (40) hours.

- 7) Donated sick time is separate from the employee's own sick time. Unused donated sick time does not get reimbursed to the donor. It remains in the donee's donated sick time "bucket" and is not eligible for sick time use unrelated to the original serious medical condition, buy-back, RHS conversion or to donate to another employee.
- 8) Like all personnel policies, the terms of this Policy are subject to periodic review and revision and should not be construed or relied on as a contract or guarantee of benefits.