

Policy Number: 07-002

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

3

SECTION: ALL EMPLOYEES

LCSO SICK LEAVE DONATION POLICY

I. PURPOSE

This policy applies to all employees under the appointing authority of the Lucas County Sheriff's Office.

The Leave Donation Program is to allow employees to voluntarily provide assistance to eligible co-workers who are in need of paid leave due to a serious illness or injury involving the co-worker, spouse, or child (biological, step, adopted, or foster).

II. POLICY

As permitted by Ohio Revised Code 124.391, the Lucas County Sheriff's Office will allow eligible employees to donate accrued but unused sick leave, on a limited basis, to another eligible employee who has a qualifying serious injury or illness, or who has a covered family member who has a serious injury or illness, as defined by this policy.

III. PROCEDURE

A. ELIGIBLE EMPLOYEES

In order to DONATE sick leave, an employee must have a balance of at least 240 hours of sick leave after deducting the total donated hours.

In order to RECEIVE donated leave, an employee must:

1. Have completed his/her initial probationary period, and
2. Have qualifying serious illness or injury, and
3. Have no available leave time (sick, vacation, compensatory, or personal), and
4. Not be receiving workers' compensation or PERS disability.

B. QUALIFYING ILLNESS AND INJURIES

Leave may be donated for each serious illness or injury involving the employee, spouse or child that requires hospitalization and/or an absence from work in excess of ten (10) consecutive workdays, for each specific case of serious illness or injury.

Normal pregnancy and childcare are not considered a serious illness or injury for the purposes of this policy. Eligibility for Family & Medical Leave Act (FMLA) is separate matter and does not guarantee that an individual will be eligible to receive donated leave.

C. REQUESTING, RECEIVING, AND USING DONATED SICK LEAVE

Eligible employees requesting donated leave will complete the attached application and return it along with appropriate medical certification to the Personnel Department. The Director of Personnel or his/her designee shall review the request to ensure that the employee is eligible as defined by paragraph IV-A and IV-B. With written permission of the employee, approved requests shall then be communicated to all co-workers.

An eligible employee may receive a maximum of 1,040 hours of donated leave per each specific, approved, and covered incident.

Employees using donated leave shall be considered to be in an active pay status and shall accrue sick and vacation leave and be entitled to any benefits to which they would otherwise receive. Any sick and vacation leave that is accrued must be used in the following pay period before donated leave can be used.

Donated leave shall never be converted into a cash benefit; it shall only be used to cover the eligible work hours that the affected employee would have regularly been scheduled to work each week. Employees who use donated leave will have those hours counted as absences for the purpose of determining eligibility for attendance-related bonuses.

D. DONATING LEAVE

Participation in this agreement is strictly voluntary. No employee is to be directly solicited to donate leave, nor shall any employee be forced to donate.

Leave may only be donated in forty (40) hour increments.

An employee may donate sick leave only if he/she will still have a balance of 240 hours after the donated hours are deducted.

Employees wishing to donate leave must complete and return the "Lucas County Sheriff's Office Sick Leave Donation Form" to the Personnel Department. The forms will be time-stamped to determine the order in which they were received. Once the appropriate balances have been determined, the donated leave shall be used in the order in which it was donated. In the event that there are multiple donors giving more than forty (40) hours

each, the donation will be taken forty (40) hours per person before going back and deducting in excess of forty (40) hours from any individual.

The maximum number of hours that may be donated by an employee is a total of two hundred forty (240) hours per calendar year. Leave that has been donated and used may not be returned to the donor, and the donor is not entitled to any compensation for the donated leave. Any donated but unused shall be returned to the donor.

Any hours donated will not be counted against the donor for purposes of determining eligibility for attendance related bonuses, if applicable.

For the purpose of the Command Officers who choose to donate under this program, the donated hours will be deducted from the "65% pool" of accrued but unused sick hours.