



## VACATION DONATION POLICY

Non-represented employees who wish to voluntarily donate all or part of their accrued vacation leave to another employee may do so under the condition listed below:

1. The employee receiving the donation must provide a health care provider certification (including estimate of time away from work) attesting to a serious medical condition that would preclude them from performing the duties of their job.
2. The employee making the donation and the employee receiving the donation must hold regular, not temporary, positions with the County.
3. The request to donate must be submitted on the appropriate form approved by the County Administrator.
4. The donation must be voluntary.
5. The donating employee receives no payment for the donated time. The donation constitutes an hour for hour exchange.
6. The employee to whom the time is being donated has less than one hundred (100) hours of accrued vacation. If the donee has one hundred (100) or more hours of accrued vacation at the start of their medical leave, they may qualify for donated vacation hours if their accrued vacation drops below one hundred (100) hours while the serious medical condition still exists.
7. The total donation amount must correlate to the time required by the employee to prevent hardship at the time the donation is made (certified by a health care provider).
8. Total time in employee vacation bank including donated time must not exceed 360 hours.
9. Final authority for the interpretation of this policy shall rest with the County Administrator.