

RESOLUTION NO. 912

A RESOLUTION adopting a shared leave program for employees of the City of Camas.

WHEREAS, the Council of the City of Camas desires to make available to the employees of the City a program whereby employees may donate vacation leave, compensatory time, or floating holidays to another employee who is suffering from or has an immediate family member who is suffering from, severe illness, injury, or a physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment, and

WHEREAS, the Council has considered a draft shared leave policy prepared by City staff, and desires to adopt the same,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Camas as follows:

Section I

The shared leave policy attached hereto as Exhibit "A" and by this reference incorporated herein is hereby adopted as an official policy of the City.

Section II

All non-represented employees and members of those bargaining units that agree to the shared leave policy shall be eligible to participate in the shared leave program.

ADOPTED by the Council at a regular meeting this 26th day of March, 2001.

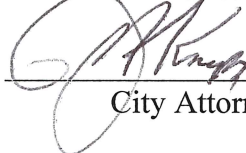
SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:



City Attorney

Shared Leave Policy

- (1) **Intent** The purpose of the leave sharing program is to permit employees to donate vacation leave, compensatory time, floating holidays, or Police and Fire holidays, to a fellow employee who is suffering from or has an immediate family member or is a member of the immediate household, as defined below, suffering from an extraordinary or severe illness, severe injury, severe impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. An employee is eligible to request participation in the shared leave program when the employee is able to use accrued vacation leave, or a floating holiday. For purposes of the leave sharing program, the following definitions apply:
 - (a) "Employee" means any employee who is entitled to accrue sick leave, vacation leave, compensatory time, or floating holidays.
 - (b) "Immediate family" is defined as the employee's spouse, child, parents, brother, sister, grandparents and grandchildren or any member of the immediate household. This will also include "step-" and "-in-law".
 - (c) "Severe" or "extraordinary" condition is defined as serious or extreme and/or life threatening.

- (2) **Eligibility** An employee may be eligible to receive shared leave under the following conditions:
 - (a) Human Resources determines that the employee meets the criteria described in this section.
 - (b) For work related illness or injury, the employee has diligently pursued and been found to be ineligible for benefits by the Department of Labor and Industries.
 - (c) The employee has abided by city policies regarding the use of sick leave.
 - (d) Donated leave is transferable to all city employees.

- (3) **Donating Conditions** An employee may donate accrued vacation leave, compensatory time, or floating holidays to another employee only under the following conditions:
 - (a) (i) The receiving employee has exhausted, or will exhaust, his or her accrued vacation leave, sick leave, compensatory time and floating holidays due to an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature, and involves the employee, the employee's immediate family member or member of the immediate household; and
 - (ii) The condition has caused, or is likely to cause, the employee to go on leave without pay or terminate employment; and
 - (iii) Human Resources confirms the eligibility of the employees.
 - (b) Recognizing the need for employees to have a minimum of two (2) weeks vacation annually, any excess may be donated. For part-time employees, requirements for annual leave balances will be prorated.
 - (c) The donating employee may donate all or part of a floating holiday, compensatory time, or Police and Fire holidays.

- (4) **Maximum Usage** The employer shall determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of two thousand eighty (2080) hours of shared leave during total city employment
- (5) **Verification** At the time the employee requests participation in the shared leave program, the employer shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature, the need of the employee's care, and expected duration of the condition.
- (6) **Conditions** Any donated leave may only be used by the recipient for the purposes specified in this section.
- (7) **Calculated Value.** The receiving employee shall be paid his or her regular rate of pay while on shared leave; therefore, one hour of shared leave may cover more or less than one hour of the recipient's salary. The calculation of the recipient's leave value shall be in accordance with the city's policies, regulations, and procedures. The dollar value of the leave is converted from the donor to the recipient. The donor's accrued leave balance will be adjusted by the number of hours donated, not by the dollar value. The leave received will be coded as shared leave and maintained separately from all other leave balances.
- (8) **Accrued Leave** All forms of paid leave available for use by the recipient must be used prior to using shared leave.
- (9) **Unused Shared Leave** Any shared leave not used by the recipient during each incident/occurrence as determined by the employer shall be returned to a shared leave pool as a dollar value.
- (10) **Voluntary Participation** All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this program.
- (11) **Payroll Records** The Finance Department shall maintain payroll records which contain sufficient detail to provide for review of shared leave usage and donation.
- (12) **Repayment** An employee who uses leave that is transferred under this section will not be required to repay the value of the leave that he or she used.
- (13) **Employment Status** While an employee is on shared leave, he or she will continue to be classified as a City employee and shall receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation leave.
 1. All salary benefit payments made to the employee on a shared leave shall be made by the department employing the person using the shared leave.
 2. The employee's salary rate shall not change as a result of being on shared leave nor, under any circumstances, shall the total of the employee's salary and other benefits, including but not limited to State Industrial insurance or any other benefit received as a result of payments by the City to an insurer, health care provider, or pension system, exceed the total of salary and benefits which the employee would have received had he or she been in a regular pay status.
- (14) **Administration** Human Resources will establish procedures to administer this program which will state the procedures used, documentation, notification to supervisor, how the pool will be maintained, how the shared leave pool is used, and establish the necessary forms.