



LARAMIE COUNTY GOVERNMENT

TITLE Sick Leave Donation	APPROVAL DATE 7/17/1990
SECTION Time off/Leaves of Absence	REVISION DATE 1/20/2012

Regular Status Employees, once during the course of employment, and when all accrued leave is exhausted, may request donation of up to 80 hours sick leave. There is no requirement to repay the donated hours. This is a process of employee to employee donation, through the Elected Official/Department Head and Human Resources. 75% FTE Employees may request up to 60 hours; 50% FTE Employees may request up to 40 hours.

- a) A written request is submitted to Human Resources, with a written statement from the physician if applicable and requested.
- b) The request is reviewed by Human Resources, and the supervising Elected Official/Department Head is consulted for recommendation to deny or approve.
- c) If approved, Human Resources will distribute the request for donations.
- d) Employees with greater than 80 hours of accrued sick leave may donate up to 8 hours each; 75% Employees with greater than 60 hours may donate up to 6 hours; 50% Employees with greater than 40 hours may donate up to 4 hours. In the event that all the requested hours are not received, eligible employees may make additional donations beyond the above limitations.
- e) Human Resources will gather the donations until the requested number of hours or the maximum hours have been reached, then notify Finance Office. Human Resources will notify participating employees of the results.
- f) The Finance Office will deduct hours from the accruals of those who have donated, and add them to the accrual of the recipient.
- g) Circumstances that may require additional donation, which includes requesting additional hours beyond the 80 hours and/or an additional donation for a separate event, will require an approval from the Review Panel. The Review Panel will consist of the Laramie County Elected Officials and if applicable, the employee's department manager. The Panel will determine if the requests will be granted and how many hours the employee shall receive. Granted hours can be up to 480 hours but not to exceed the remaining hours which would be available under FMLA for that rolling 12 month period. Such requests must be submitted in writing by that individual's Elected Official/Department Manager to the Review Panel and Human Resources. Requests approved through the Review Panel will proceed as described in sections (c)-(f) above.