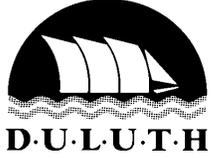
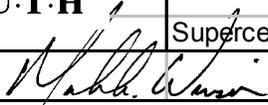


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	Vacation Donations	
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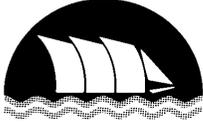
The City of Duluth understands that employees occasionally experience personal crises that require their attention for an extended period of time, and wishes to assist in easing the burden they face. Therefore, the City allows employees to donate accrued vacation leave to co-workers who are faced with a serious hardship situation and have exhausted their accrued paid leave. The donating of leave is entirely voluntary. The following procedures have been created to ensure that donations are handled properly.

Eligibility Requirements for Receiving Donations

1. The employee must be eligible to accrue vacation.
2. The employee must be facing a serious hardship and submit information to substantiate this situation.
3. The employee must anticipate exhausting all accrued paid leave. Donated vacation leave cannot be used until the employee's accrued leave is exhausted.
4. The maximum amount of vacation leave donations an employee can receive is 60 days in a twelve-month period.
5. "Serious hardship situation" does **not** include the employee's own illness or injury, unless the employee is on probation and not eligible to use accrued leave. For all others, the City's sick leave and long term disability provisions apply.

Procedure For Requesting Participation

1. Employee who is facing a serious hardship situation requests participation by submitting a "[Recipient Application Request Form](#)" (available in Human Resources or the City's website at www.ci.duluth.mn.us/city/employment under Human Resources Forms) to his/her supervisor or to Human Resources. The employee can choose to remain anonymous and/or to limit donations to their own work group.
2. Leave may be taken intermittently if approved, but employee must still estimate the date by which leave will no longer be necessary.
3. Supervisor **and** Human Resources verify the hardship situation and that all available paid leave has been exhausted.
4. If the request is approved, Human Resources will notify Payroll of the name and work location of the employee.
5. When appropriate, supervisor will designate the leave as family leave, following the procedure in the Leave of Absence policy.
6. If the request is approved, Human Resources or the supervisor will inform co-workers of the need for donations. Information about the nature of the hardship will remain confidential, as will the employee's name if they have so indicated.
7. Co-workers who choose to make voluntary donations complete the "[Donation Form](#)" (available in Human Resources or the City's website at www.ci.duluth.mn.us/city/employment under Human Resources Forms) and return it to Payroll. Donations must be made in increments of no less than one day. Donations are anonymous; however, the donor may choose to self-identify.
8. Donations will be processed in the order received. **Donations cannot be returned** once the donor signs a form authorizing a deduction from his/her vacation leave balance **unless** the expected required donation amount has been reached.

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9. Payroll will deduct donated hours from the donors' vacation leave balance and place donated hours in a "Leave Donation Monetary Bank" for the designated recipient. The number of hours donated will be multiplied by the donor's hourly rate to determine the value of the donation. This will be computed for each donor to determine the total donated value. The total donated value will be divided by the recipient's hourly rate to determine the number of hours available.