

## Gift of Time (Vacation Donation) Policy

The Town of Hamilton recognizes that in the event of extreme or catastrophic illness to one's self or immediate family member, accrued leave may not be sufficient. The following policy enables employees to donate vacation time to another employee in need of time off from work.

### Applies to

All full-time and part-time employees of the Town of Hamilton.

### What it is

The Gift of Time Policy provides our employees the opportunity to assist another employee who is facing a personal, serious illness or injury or caring for an immediate family member who has a serious illness or injury. Specifically, this policy allows multiple employees to donate a combined maximum of 4 weeks of accrued vacation time to an employee when the receiving employee needs time off that is not otherwise covered by any existing time off benefits.

### Ineligible situations

This policy may not be used in situations in which the employee who would receive the donation:

- Is experiencing a normal pregnancy or common illness (cold, minor surgery, sprain, etc)
- Has an illness or injury covered by Short-Term Disability (STD), Long-Term Disability (LTD) policy or Worker's Compensation benefits.
- Has other paid benefits that apply (state paid family leave benefits, etc)

### Eligible situations

This policy can be used for occasions when:

- The receiving employee has a serious illness or injury (such as cancer, serious accident, major surgery, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice or residential health care and the employee needs additional time off.
- The employee is providing care for an immediate family member (as per the definition in this policy) who has a serious illness or injury (such as cancer, serious accident, major surgery, heart attack, etc.) that poses a threat to life and/or requires inpatient, hospice or residential health care and the employee needs time off.

- The receiving employee has exhausted all of their paid time off (Sick, Vacation, and Personal) before receiving donated vacation time under this policy. However, the receiving employee may initiate the vacation donation request process in anticipation of exhausting their accrued paid time off.
- The receiving employee is not covered by or is eligible for Short-Term Disability (STD), Long-Term Disability (LTD), Worker's Compensation or other paid leave benefits when they receive the donated vacation time. However, the receiving employee may initiate the vacation donation request process in anticipation of the expiration of such benefits.

#### How it works

- A donating employee can donate a minimum of 4 hours and a maximum of 40 hours to an employee in a rolling 12-month period. Donations must be made in 1 hour increments (i.e. 4 hours, 5 hours, 6 hours, etc.)
- Only previously accrued vacation time may be donated. Donations must be made in the form of time off from work and cannot be "cashed out" for the equivalent dollar value of that time off.
- Donations will not be reversed. By signing and submitting a Donation Form you are approving the Town to remove the time from your Vacation Balance.
- The receiving employee can receive a maximum of 4 weeks of donated time off in a rolling 12-month period. The number of weeks allowed is based on the length of time the employee needs to be off of work to care for their serious illness/injury or their immediate family member's serious illness/injury, which may be less than 4 weeks.
- The number of hours paid per week (up to a maximum of 40) will be based on the average number of hours the receiving employee worked per week for the last 12 weeks that the employee has worked preceding the initiation of the donation request process. This calculation is primarily for part-time employees whose standard work week may be less than 37.5/40 hours.
- Donated vacation time may be received from multiple donors. There is no guarantee the full request will be filled as the hours received is directly based on the number of hours donated.
- Donations are received on a first come, first give basis. Donations will be denied when the receiving employee reaches their maximum donation amount.
- Donated vacation time will be transferred on a dollar-to-dollar calculation rather than hour-to-hour based on current rate of pay at the time of transfer. (Example: the employee donating gives 4 hours, which is multiplied by their hourly rate of \$10/hr for a donation equivalent of \$40. The receiving employee's hourly rate is \$8/hr. The donation equivalent of \$40 is divided by the receiving employee's hourly rate. They receive 5 hours of vacation time because of the dollar-to-dollar conversion.)

- Time off donations may cross all departmental boundaries.
- Donated time off cannot be used retroactively (i.e., for pay periods prior to receiving the donation).
- Donated time off cannot be cashed out.

#### The donation process

1. The requesting employee, or their supervisor must submit a Donation Request Form to initiate the vacation donation process.
2. The Town Manager and Finance Director will review the Request Form and communicate next steps appropriately with the employee or supervisor.
3. The need for donations can be formally communicated by the Supervisor if the receiving employee approves it. If the receiving employee does not approve a formal communication, potential donors would need to be contacted about the opportunity to donate via "word of mouth" based on the employee's direction. These two options are in place to protect the privacy of the employee. Please contact the Town Manager with questions.
4. Donating employees will need to complete a Gift of Time Donation Form. A Request Form must be approved before a Donation Form will be accepted for an employee.

#### Checking vacation time balances

Donated vacation time will appear in the standard Vacation category on the receiving employee's paystub as soon as administratively feasible.

Receiving employees can also check their Vacation time balance by contacting Payroll.

#### Using donated vacation time

The donated time must be used for the employee's need to be away from work for the care of their own or an immediate family member's serious illness or injury. If the employee's need for time off is in the future or intermittent, the Town Manager will work with the employee to be sure the time is submitted appropriately.

#### Leaving the Company

Receiving employees will not be paid for unused donated vacation time if they leave the Town of Hamilton before the time is exhausted. Vacation benefits will not be paid during any resignation period to extend the employee's resignation period or time of service .