

## 320. Sick Leave Donation Program

### **.1 Purpose**

- .11 The City has authorized the establishment of the Sick Leave Donation Program, SLDP, to assist employees who have exhausted paid leave during a medical emergency to avoid substantial loss of pay or unpaid leave.
- .12 The SLDP allows eligible employees to donate sick leave (“Donors”) to a shared sick leave bank available for use by eligible employees (“Recipients”) to care for themselves or a family member during a medical emergency when they have exhausted all other forms of paid leave. The recipient’s identity will not be disclosed to the donating employees.
- .13 All medical information received for purposes of administering the SLDP will be kept confidential consistent with FMLA and other sick leave usage.
- .14 The City may change or eliminate the SLDP at its sole discretion and decisions made related to the applicability of this policy are not subject to the grievance process.

### **.2 Definitions & Application**

#### **.21 Donor:**

Donor is defined as an employee who donates accrued sick leave to the shared bank in the SLDP.

- .211 To be eligible to donate sick leave, the Donor must have in excess of 960 hours of paid sick leave accrued at the time they elect to make the donation by submitting the Sick Leave Donation form described below.
- .212 A Donor can donate up to a maximum of 240 hours in a calendar year and donations must be made in shift-based increments. Shifts are defined as either 8, 10, 12, or 24 hours, based upon the employees assigned work hours/shift length, as determined by management.
- .213 The donation cannot bring the Donor’s sick leave bank below 960 hours.
- .214 The Donor should submit the completed Sick Leave Donation form located on the City website to Central Payroll.
- .215 TPD Sworn donation requests will be submitted to Police payroll.
- .216 Donation of sick leave is strictly voluntary and anonymous.

Donor may not claim value of donation as an expense, tax deduction or charitable contribution.

.217 At retirement, the maximum donation cannot exceed 240 hours and cannot reduce the accrual below 960 hours of sick leave.

.22 Recipient:

Recipient is defined as an employee who receives paid sick leave from the shared donation bank.

.221 To be eligible to receive donated leave, the Recipient must:

1. Be experiencing a Medical Emergency as defined herein, and have a recent FMLA certification on file with HR;
2. Have been employed by the City for a minimum of 1 year, and;
3. Have been approved to be absent from work, and;
4. Have exhausted all other available City paid leave benefits

.222 To request SLDP, an employee must submit the Sick Leave Donation form to [FMLA@cityoftulsa.org](mailto:FMLA@cityoftulsa.org). If the employee is unable to complete the form due to incapacitation, the form can be submitted by a family member or power of attorney.

.223 A Recipient's eligibility to receive SLDP ends when the medical emergency ends as indicated when the employee returns to work at least 40 consecutive hours in either light or full duty capacity or separates employment for any reason.

.1 If the recipient is approved for intermittent FMLA that immediately follows or directly relates to the original medical emergency, they may retain eligibility to use donated leave upon review and approval

.224 If the shared leave bank has fewer accrued hours than requested at any given point, the Medical Review Committee will determine application of available hours among recipients. Final determination of application of paid leave in the SLDP shall be at the discretion of the Medical Review Committee.

.225 The maximum amount of donated leave a Recipient may receive is 240 hours in a rolling 12-month period.

.226 Recipient will receive payment for donated leave at their regular base pay, which is considered wages and will be taxed accordingly. There will be no cash payment in lieu of leave,

.23 Medical Emergency:

.231 Medical Emergency is defined as a medical event that is severe, catastrophic, life-threatening, and/or terminal that would require

the prolonged absence of the employee from duty and would result in substantial loss of income to the employee because the employee would have exhausted all paid leave available.

.24 Immediate Family Member:

.241 Recipients may be paid from available leave from the shared bank for a medical emergency affecting either themselves or an immediate family member. For purposes of the SLDP, immediate Family Member is defined as an employee's parent, spouse, child, or "step" or "adoptive" situations within these relationships or any other individual who stood in loco parentis to the employee when the employee was a child.