



Date Issued:
1/3/2024

LEAVE DONATION POLICY

Issued By: Rick Kane, Township Manager

Page 1 of 3

Revised: New

Intent

Manheim Township recognizes the importance of supporting employees who may face challenging situations that require extended time off from work due to illness, personal emergencies, or other unforeseen circumstances. The Leave Donation Policy has been established to enable employees to donate their accrued sick, personal, and vacation time to colleagues in need, fostering a sense of community and support within our organization. ***This policy is strictly voluntary.***

Eligibility

- I. Donors
 - a. All full-time non-union employees are eligible to donate accrued leave time to the leave donation pool following ninety (90) days of employment.
 - b. Full-time employees who are currently on an approved leave of absence are not eligible.
- II. Recipients
 - a. Full-time, non-union Employees who have exhausted their own accrued leave balances, including sick, personal, and vacation time, are eligible to receive donated leave time. Eligibility is subject to approval by the Township Manager and will be considered on a case-by-case basis. Recipients must have completed their ninety (90) day introductory period to be eligible to receive a leave donation.
 - b. Any employee who has misused, or been disciplined for inappropriate use of, any type of leave time is not eligible to receive donated time.

GUIDELINES

- I. Types of Leave that can be donated:
 - a. Sick Leave
 - i. Employees may donate a portion of their accrued sick leave to the donation pool to assist colleagues dealing with serious health conditions or extended medical leave pursuant to the criteria defined in this policy.
 - b. Personal Leave
 - i. Employees may donate a portion of their accrued personal leave to support coworkers facing personal emergencies, such as family crises or unforeseen events pursuant to the criteria defined in this policy.
 - c. Vacation Leave
 - i. Employees may donate a portion of their accrued vacation leave to help colleagues who have exhausted their leave balances and require additional time off for personal or medical reasons pursuant to the criteria defined in this policy.
 - d. Forfeitures
 - i. Any time forfeited by any employee from any leave bank will be moved into the leave donation pool.



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Page 2 of 3

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II. Recipient Leave Criteria

- a. Employees who would like to make a request to receive donated leave must have a situation that meets one of the following criteria:
 - i. **Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.
 - ii. **Major disaster**, defined as an Emergency County Declaration, disaster declared by FEMA/PEMA or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. Such disaster may include Tornados, car crash, home fire, or other localized accident/Disaster.
 - iii. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work.
 - iv. All requests will be considered on a case-by-case basis and approvals are to be issued by the Township Manager.

III. Donation Process

- a. Donor Eligibility
 - i. The minimum number of hours that may be donated is eight (8) hours per calendar year; the maximum number of hours is eighty (80) per calendar year or no more than fifty percent (50%) of the employee's current balance in any given leave accrual.
- b. Donor Donation
 - i. Employees who wish to donate a portion of their accrued leave are required to complete a Donation of Time Request form and submit it to the Human Resources Department.
 - ii. Employees are given the opportunity to donate leave at any time during the calendar year.
 - iii. Employees may not borrow against future sick, personal, and vacation time to donate.
- c. Voluntary Basis
 - i. Donations are entirely voluntary and should not be subject to any form of coercion or pressure from the employer.
- d. Recipient Request
 - i. Recipients must request leave donations through the Human Resources department, on a Donation of Time Request form, providing details about their situation and the amount of leave they require.
 - ii. Requests should be made as far in advance as possible, but no less than five (5) calendar days before the requested leave. Exceptions will be considered on a case-by-case basis.
 - iii. A recipient must have exhausted all available leave types prior to requesting a donation of time.
- e. Approval Process
 - i. All leave donation requests will be reviewed and approved by the Township Manager within two weeks of the time of request. Approval is subject to the availability of donated leave time.
 - ii. Donated time may only be used for the time off related to the approved request.



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Page 3 of 3

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- f. Leave Transfer
 - i. Donated leave time will be transferred from the donor's balance to the leave donation pool.
 - ii. Recipients on Short-term or Long-term disability may not receive more than forty (40) hours of donated time for that requested instance.
 - iii. Recipients may not receive more than eighty (80) hours of donated time within a rolling twelve (12) month period.
 - iv. If a recipient does not use all the approved donated leave, the excess will be returned to the leave bank.

IV. Tax Implications

- a. Leave donations may have tax implications for the donor, as per local and federal tax regulations. Employees are encouraged to consult with a tax advisor to understand any potential tax consequences.

V. Confidentiality

- a. Manheim Township will maintain the confidentiality of both donors and recipients, and no personal information will be disclosed to other employees.

VI. Review and Amendment

- a. This Leave Donation Policy will be reviewed periodically and may be amended at Manheim Township's discretion. Any changes to the policy will be communicated to employees.
- b. ***Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.***
- c. By participating in the Leave Donation program, employees demonstrate their commitment to fostering a supportive workplace environment. Manheim Township values the compassion and camaraderie of its employees and thanks them for their generosity in helping colleagues in times of need.