

City of Rapid City Leave Donation

Policy Statement

The City of Rapid City recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available leave. To address this need all eligible employees will be allowed to donate annual leave time up to a maximum of 40 hours from their unused balance to their co-workers within the City of Rapid City in accordance with the policy outlined below. Donation of annual leave is not restricted by department or bargaining unit. Participation is strictly voluntary.

Eligibility

Employees who donate annual leave time must be employed with the City for a minimum of 1 year.

Employees who receive donated leave must have exhausted all leave available.

Guidelines

Employees receiving annual leave time from their co-workers must have a situation that meets the following criteria:

- **Family Health Related Emergency:** Critical or catastrophic illness or injury of the employee or family member.
- **Other Personal Crisis:** A personal crisis of a severe nature that directly impacts the employee or family.

Employees who donate annual leave time from their unused balance must adhere to the following requirements:

- Donation minimum - 8 hours
- Donation maximum - 40 hours of current balance in a calendar year

Note: Employees who donate must have sufficient time in their annual leave balance. Employees cannot borrow against future annual leave time to donate.

Procedure

Employees who wish to donate annual leave time to a co-worker in need must complete a Donation of Annual Leave Time Form. This form will include the total amount of leave the employee wishes to donate and to which employee they are donating annual leave. The form must be approved by the Department Director of both employees.

The above form must be remitted to the Human Resource Office and will be retained in the personnel files of the employees.

If the recipient employee has available annual leave time in their balance, this time will be used prior to any donated annual leave time. Annual leave time donated that is in excess of the time off needed will be returned to the donor.