

Jefferson Transit Authority

Resolution No. 09-16

Adopting a Policy for Donating Accrued General Leave

WHEREAS, Jefferson Transit has established Core Values that apply to all employees; and


WHEREAS, the Core Values include Acknowledgement and Support of other employees; and

WHEREAS, employees have expressed a desire to donate accrued General Leave to other employees when needed during times of illness;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached Policy for Donating General Leave.


CERTIFICATION


The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on June 16, 2009.


Chair


Vice-Chair


Member


Member


Member

Attest:


Clerk of the Authority

<i>Title:</i> General Leave Donation Policy	<i>Resolution:</i> 09-16
<i>Author:</i> Van Church	<i>Effective Date:</i> 06-17-09
<i>Department:</i> Finance and Human Resources	<i>Type:</i> Personnel

PURPOSE:

The purpose of the general leave donation policy is to assist Jefferson Transit employees with paid time off in a period of need. This policy ensures that general leave donations are completed and computed in a fair and equitable manner for all Jefferson Transit employees.

SCOPE:

This policy applies to any Jefferson Transit employee meeting the eligibility criteria below.

Eligibility for Receiving Donated General Leave

1. Be eligible to accrue and use general leave.
2. Exhausted accrued general leave to less than 20 hours.
3. Be suffering from a serious illness, or have a family member with a serious illness that qualifies under the FMLA guidelines.
4. Not to have received in excess of a maximum 160 hours of donated general leave in a calendar year.

Eligibility to Donate General Leave

1. Have a minimum of 60 hours of general leave remaining after donation.
2. Donation(s) not to exceed a maximum of 40 hours of general leave in a calendar year.
3. Minimum contribution 4 hours per donation.
4. General leave balance after donation may not be less than the amount of general leave required for approved planned leave periods.

Conversion Calculation

1. General leave donations will be converted to the donor's cash value and converted to general leave hours based on the recipients pay rate.
2. General leave donation requests are to be submitted to the Finance/HR Administrator using the appropriate section of Employee General and Other Leave Form.

Other

1. Buying, selling and/or bartering of general leave hours is strictly prohibited. Any employee found engaging in buying, selling and/or bartering will be subject to disciplinary action.
2. Management will monitor employee general leave balances of those who meet the eligibility criteria to receive donated general leave. Those employees who are eligible to receive donated general leave will be approached concerning the general leave donation policy. If the employee is willing, management will make Jefferson Transit employees aware of a fellow Jefferson Transit employees need for general leave. Discretion and confidentiality will be exercised to the fullest extent possible.