

SICK/ANNUAL LEAVE TRANSFER FORM

SICK/VACATION VOLUNTARY LEAVE TRANSFER

Purpose:

There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees forced to go on leave-without-pay could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation or sick leave so as to provide assistance to a fellow County employee. This policy provides an opportunity for employees to assist others affected by a medical condition that requires absence from duty for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

Policy:

Transfer of Leave amongst Employees: Any **permanent full-time** Lenoir County employee may, at employee's voluntary option, and with supervisory review and approval, transfer vacation and/or sick leave to another **permanent full-time** Lenoir County employee.

A **permanent full-time** Lenoir County Employee is defined as an individual who works for Lenoir County, receives a Lenoir County payroll check and earns Lenoir County benefits, including earning vacation and sick leave. Temporary and contract employees, who do not receive County benefits, do not meet the definition of regular County employee.

Maximum amount to be transferred in a calendar year = forty (40) hours total from one (1) employee to another employee or employees. Minimum amount = (8) hours. Maximum amount to be received in a calendar year = five hundred and twenty (520) hours total per employee. After leave is transferred, the action is irreversible unless the action mistakenly violates this policy.

Transfer of leave from one (1) employee to another can take place at any time during the calendar year **with the exception that no leave transfers shall be approved within thirty (30) days of the date of an employee's resignation or separation from County Government.**

Transfers of sick or vacation leave can only occur if the employee receiving such leave is personally seriously ill or recovering from serious illness (defined as heart attack, cancer and/or medically necessary life saving operations) or during or after pregnancy and if such employee has exhausted or will be about to exhaust his/her hours of accumulated sick or vacation leave.

In order to receive voluntary sick or vacation leave, an employee must have complied with existing leave rules and:

- have a serious medical condition
- produce medical evidence to support the need for leave beyond the available accumulated leave, and
- be approved by the Department Manager and County Manager to participate in the program.

Each Department Manager shall review the merits of the request and approve or disapprove. Agency heads may choose to delegate the responsibility for reviewing the validity of requests to an existing peer group or establish a committee for this purpose. Such a committee may also be used in an advisory capacity to the Department Manager.

The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

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An employee may begin using voluntary shared leave after all available sick and vacation/bonus leave has been exhausted. While using voluntary shared leave, employee continues to earn leave; when accounting for leave, this vacation and sick leave should be used first. Establishment of a leave “bank” for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct.

If a recipient separates due to resignation, death, or retirement from County government, participation in the program ends. Unused leave shall be returned to the donor(s) on a prorata basis and credited to the same account from which it originally came. Each Department and the County Manager’s office shall establish a system of leave accountability which provides a clear and accurate record for financial and management audit purposes.

Leave donated shall be:

- kept confidential. Only individual employees may reveal their donation or receipt of leave,
- credited to the recipient’s sick leave account and charged according to the County’s Sick Leave Policy, and
- available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for leave without pay.

I, _____, voluntarily and freely agree to

Name of Employee

Transfer _____ hours of

(Vacation) (Sick) leave to:

Circle one

Please check:

[] _____ due to _____

Name of Employee

Reason

I understand that my signature on this document signifies that this transfer is irreversible **unless the action mistakenly violates this policy.**

Employee Signature

Date

Supervisor/Department Manager Signature

Date

Personnel Officer Signature

Date

County Manager Signature

Date