

# **City of Saint Paul**

## **Vacation Donation Program Guidelines**

### **Description and Purpose:**

The Salary Plan and Rates of Compensation document provides for a Vacation Donation Program in the City of Saint Paul. The purpose of the program is to allow employees to exchange or transfer their vacation credits to another employee for a serious illness or injury. This exchange and transfer occurs only upon the approval of the Director of Human Resources.

The Vacation Donation Program serves as a short-term solution up to a maximum of six months, allowing employees to receive paid leave in circumstances noted below:

- Employee is unable to work because of a serious illness or injury.
- Employee is required to provide care for a seriously ill or injured spouse, dependent child, or household member.

The maximum six-month time period will begin the first day the employee uses donated vacation hours and ends six calendar months later.

The Vacation Donation Program is not intended as a substitute for short-term or long-term disability coverage or to delay an employee's eligibility for a Public Employee Retirement Association (PERA) disability.

### **Recipient Eligibility:**

An employee may apply for the Program if s/he meets an established set of criteria. The employee must:

1. Have been a full-time employee of the City of Saint Paul for at least twelve months or a part-time employee for at least twenty-four months.
2. Be eligible to accrue and use vacation and sick/personal leave benefits.
3. Exhaust all paid leave or be reasonably close to exhausting such paid leave.
4. Obtain and submit medical documentation which verifies that a serious illness or injury necessitates absence from work for a minimum of five days. This qualifying period does not have to be consecutive.
5. Not be receiving workers compensation indemnity benefits or expect to receive workers compensation disability for the same period of time.
6. Expect to return to employment with the City of Saint Paul.

**Note:** Sick leave eligibility will follow Minnesota State Law, Collective Bargaining Agreements or the Civil Service Rules, whichever applies.

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### **Procedures for Requesting Vacation Donation:**

1. Employees, or a supervisor on behalf of the employee, may request vacation donation through the employee's Department Director. If the Department Director believes that the circumstances warrant a vacation donation request, such request will be forwarded to the Human Resources Director.
2. A medical certificate signed by a physician must be submitted with the request for vacation donation. The medical certificate must include nature of illness or injury and the expected date the employee will be able to return to work.
3. The Director of Human Resources will evaluate the vacation donation request to determine eligibility.

### **Data Practices Notice to Employees:**

An employee who seeks vacation donation has the responsibility to provide reasonable medical documentation to show the need for vacation donation. Compliance is voluntary; however, failure to provide the required information will result in a denial of your request. All information relating to the vacation donation, including medical documentation, shall be maintained in a separate file and shall be treated as confidential medical records with access limited to those who need to be informed including, but not limited to, Directors/managers, legal counsel, human resources, and government officials investigating compliance issues. If the vacation donation is approved, the all-city request for donated vacation hours will state the employee's name and department. If the employee chooses, they may authorize Human Resources to state the nature of the illness or injury in the all-city request. Employees may also request that the vacation donation request is sent only to that employee's department.

Effective Date: January 17, 2008

Revised Date: December 4, 2009

## **City of Saint Paul Vacation Donation / Transfer Policy**

This policy is found in the Salary Plan and Rates of Compensation as approved by the City Council. If any changes occur in the Salary Plan and Rates of Compensation, that would supercede the language listed below.

### **Vacation Donation (from the Salary Plan and Rates of Compensation)**

Employees may exchange or transfer their vacation credits from one employee to another under the following conditions:

1. Such transfers can be made only after the showing of unique or special circumstances and only upon approval of the Director of Human Resources.
2. Before such transfer will be approved the proposed recipient of the transfer must have used all of his/her accrued or usable vacation and all of his/her compensatory time.
3. Such transfer shall be on a dollar-for-dollar basis. The worth of the vacation shall be adjusted to the pay level of the donor. Therefore, if the salary of the donor is greater than the donee, one day of vacation of the donor shall result in more than one full day to the donee. Conversely, if the salary of the donor is less than the donee, the one day of vacation of the donor shall result in less than one full day to the donee.
4. Vacation transfer shall be limited to 10 work days unless the donor has actually accrued more than 10 work days of vacation. If the donor has accrued more than the 10 days then the vacation transfer will be limited to the amount of vacation days actually accrued by said donor.
5. Requests for such transfer of vacation must be submitted to the Director of Human Resources, in writing, by the recipient employee or by the recipient employee's supervisor with the consent of the recipient employee.
6. When such a request is received, the Director of Human Resources may, if s/he approves such a request, give notice to City employees of the request for such transfer.
7. When a donor volunteers such transfer, s/he must first execute a release document for such transfer and such document will be kept on file the Office of Human Resources.
8. When a transfer has been finalized in accordance with these rules and approved by the Director of Human Resources, the Director shall so notify the Office of Financial Services and the necessary accounting action shall be taken to reflect such transfer.
9. Any unused portion of such donated vacation shall be returned to the donor or donors. The manner of such return should be similar to that defined in #3 of this resolution only in the reverse order of transfer.