

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	<b>Compensation and Benefits</b>
Standard:	<b>CATASTROPHIC ILLNESS/INJURY LEAVE DONATION</b>
Section #:	<b>C-10</b>
Effective:	June 24, 2008

See Also:	Leaves of Absence (all)
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### ***GENERAL STANDARD***

In the event of an Authority employee's grave illness or serious personal emergency, the employee's manager and relevant Vice President may request approval of the Director, Human Resources, for the Director to invite the voluntary donation of paid time off ("PTO") by other Authority employees.

### ***SPECIFIC STANDARDS***

- ❑ One or more employees are allowed to donate accrued PTO for use by another employee who, due to catastrophic illness/injury or the need to care for a spouse or child who has suffered a catastrophic illness/injury, has exhausted paid leave and is facing serious financial hardship.
- ❑ No PTO hours are accrued by an employee while s/he is absent due to a catastrophic illness/injury during which s/he is receiving pay for donated leave time.
- ❑ Catastrophic illness/injury generally is of a serious nature requiring long-term hospitalization or recovery. The Director, Human Resources (or designee), will determine whether an illness/injury is catastrophic for purposes of the application of this Standard.

### ***PROCEDURES***

Human Resources Department staff will coordinate all communications to Authority staff as well as the administrative processes required to transfer PTO donations to the employee's PTO account.

When PTO donations are received the value of the hours donated is “credited” to a pool. Any PTO remaining at the end of the use of donated PTO will be reinstated to the donor(s) in whole or in part and on a pro-rata basis where appropriate, as calculated by the Director, Human Resources, or designee.

The donee will not receive any remaining, unused donated time should all of the donated PTO not be needed.