



City of Arts & Innovation

City Council Memorandum

TO: HUMAN RESORUCES BOARD

DATE: JUNE 5, 2017

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE EMPLOYEE LEAVE DONATION POLICY

ISSUE:

Approve revisions to the Employee Leave Donation Policy (V-3).

RECOMMENDATION:

That the Human Resources Board approve the revisions to attached HR Employee Leave Donation Policy.

BACKGROUND:

The policy referenced above was revised to establish guidelines whereby City employees can donate their own accrued vacation leave to another employee who has exhausted all their paid leave as a result of a serious, non-job related injury or illness to themselves or a member of their immediate family. The Human Resources Department has informally reviewed this revised policy and concurs that it includes all required elements.

DISCUSSION

The updated Employee Leave Donation Policy includes two major revisions. First, the updated policy and corresponding Employee Leave Donation form allow for employees in the IBEW Field and Supervisory Units to donate Compensatory Time Bank hours to eligible employees as provided for in the applicable Memorandum of Understanding. Second, the corresponding Employee Leave Donation forms have been updated to include an acknowledgement that the requesting employee's name and department information will be released to donors when their request is authorized.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:

Colene Torres, Human Resources Analyst

Approved by:

Stephanie Holloman, Human Resources Director

Approved by:

Marianna Marysheva, Assistant City Manager

Attachment: Employee Leave Donation Policy