

APPENDIX "B"

DECEMBER 15, 2015 BOARD OF SUPERVISORS AGENDA

EFFECTIVE DECEMBER 21, 2015

SECTION 600 - PAID ANNUAL AND BEREAVEMENT LEAVES

618.2 Annual Leave Donations (Representation Units 10, 13, 30, and 38, 39 and 43)

Upon written request of an employee, and receipt of the required forms, the Director of Personnel Services may authorize the unconditional and irrevocable donation of up to 40 hours per payroll year of that employee's accumulated hours of Annual Leave, Vacation/Sick Leave (as defined in Section 700) to another employee. Eligible employees may receive a maximum of 120 hours of donated hours per payroll year for any serious health condition (as defined below) or up to 240 hours of donated hours per payroll year for any catastrophic illness or injury for an employee's child (as defined below). In order to qualify for Annual Leave, Vacation or Sick Leave Donations, a recipient (donee) of donated hours must have worked for the County for one (1) year and at least 1,250 hours in the last 12 months and meet one of the qualifying situations listed below:

618.3 Annual Leave Donations (Unrepresented and Management Employees and Employees in Representation Units 2, 3, 4, 7, 11, 12, 13, 19, 22, 25, 31, 36, 39, 40, and 42 and 43)

Upon written request of an employee, and receipt of the required forms, the Director of Personnel Services may authorize the unconditional and irrevocable donation of up to 40 hours per payroll year of that employee's accumulated hours of Annual Leave, Vacation/Sick Leave (as defined in Section 700) to another employee. Eligible employees may receive a maximum of 120 hours of donated hours per payroll year for any serious health condition (as defined below) or up to 240 hours of donated hours per payroll year for any catastrophic illness or injury for the employee, their spouse, the employee's dependent child or dependent grandchild (as defined below).