



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, Communications & HR Director / City Clerk
Joe Roby, City Administrator

SUBJECT: Review and Consider Adoption of Paid Time Off (PTO) Donation Policy

DATE: For the City Council Meeting of August 8, 2022

PURPOSE

Review and consider adoption of Paid Time Off (PTO) Donation Policy.

SUMMARY

In recent weeks there have been requests from City staff to be allowed to donate their own personal time, which they have accrued, to other employees, who may be in need of additional compensated time off. The City does not currently have a policy governing such donations, though this type of policy is used by organizations throughout both the private and public sectors.

Communications & HR Director / City Clerk Lawrence and City Administrator Roby worked in consultation with Abdo Human Resources to develop a sound policy with eligibility and process guidelines for staff interested in either donating their excess time off or requesting additional time off.

The attached policy meets the recommended standards and would create a manageable process for City staff to administer.

ACTION REQUESTED

Staff are recommending City Council review the attached Paid Time Off (PTO) Donation Policy and a motion to adopt the same.

Personal Time Donation Policy

Updated 08/04/2022

Purpose

The City of Le Sueur recognizes that employees may, during their employment, be unable to work due to a personal illness or crisis. Paid Time Off (PTO) and other programs offered by the City of Le Sueur are standardly used in these situations. However, certain cases may arise where the need to be away from work is more extensive and an employee exhausts their accrued time off. To address this need, eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below.

Eligibility

Employees must be employed with the City of Le Sueur for a minimum of one (1) year and be PTO-eligible to be authorized to donate and/or receive donated personal time.

Guidelines

Employees who would like to make a request to receive donated personal time from their co-workers must have a situation that meets one of the following criteria:

- **Medical Emergency** defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, domestic partner, child, or parent.
- **Major Disaster** defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work.

Donation of Personal Time

- The donation of personal time is strictly voluntary.
- Donated personal time will go into a personal time bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of personal hours that an eligible employee may donate is four (4) hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance, so long as the balance of the donating employee's accrued PTO remains at or above 120 hours following donation.

- Employees with fewer than 120 hours of accrued personal time may not donate, with the exception of employees planning to terminate their City employment. An employee wishing to donate who has submitted a letter of resignation may donate PTO within 7 days of their last day of employment and must leave a minimum balance of 20 hours in their personal time bank following donation.
- Employees cannot borrow against future personal time to donate.
- Personal time can be donated at any time during the year.
- Employees who are currently on an approved leave of absence cannot donate personal time.

Requesting Personal Time

Employees who would like to request donated personal time are required to complete a Donation of Personal Time Request Form and submit it to Human Resources. Requests for donations of personal time must be approved by Human Resources, the employee's immediate supervisor, and the City Administrator.

If the recipient employee has available personal time in his or her balance, this time will be used prior to any donated personal time. Donated personal time may only be used for time off related to the approved request.

Employees who receive donated personal time may receive no more than 480 hours (12 weeks) within a rolling twelve (12)-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act (FMLA).

Disbursement of Personal Time

All donated PTO requests will be reviewed as promptly as possible following submission.

Following the submission of a request, the reviewing parties will ensure all guidelines have been met and will consider other benefits the requesting employee may have, including short-term disability (STD) and/or long-term disability (LTD). Reviewers will document criteria used to determine eligibility for each applicant.

Upon review, requesting employee will be notified of their eligibility and hours to be disbursed. The City of Le Sueur's payroll system and payroll contractor will be notified by Human Resources of the hours to be disbursed.