

COUNTY OF MILWAUKEE
POLICIES/PROCEDURES FOR ACCRUED TIME OFF DONOR PROGRAM

Chapter 17.186 of the General Ordinances of Milwaukee County provides for an accrued time off donor program for employees who have exhausted all of their accrued sick leave. The Department of Human Resources shall establish and maintain an accrued time off donor program for the purpose of enabling employees who have used all of their available accrued off time, including sick leave, to receive donations of accrued time off from other employees who have elected to donate accrued time off to the employee in need of such time. Employees shall be permitted to donate, in increments of one hour, accrued vacation time, personal time, or holiday time to a designated employee who has exhausted all of his/her accrued time off, including sick leave, because he/she is suffering from a potentially terminal illness as certified by a physician. Only employees who are not represented by a collective bargaining unit and those employees who are members of a collective bargaining unit which has elected to recognize the accrued time off donor program in its memorandum of agreement or a collateral agreement with Milwaukee County, shall be eligible to donate time to an eligible employee and shall be exhausted at the rate of pay of the recipient, regardless of the rate of pay of the donor, and such donation shall be irrevocable. This section shall become null and void on December 31, 2005.

EMPLOYEE REQUESTING DONATION OF TIME

1. Any employee who feels that he/she qualifies for and desires to receive donations of time shall contact the Department of Human Resources at 278-4143 in the Courthouse, Room 210 and indicate his/her intention to file an application for the donor program.
2. The Department of Human Resources shall provide two forms to be completed by the employee and the employee's attending physician--Application for Time Off Donor Program and Application for Time Off Donor Program Physician's Statement of Employee's Disability. It is the employee's responsibility to complete the employee form and have the attending physician complete the disability statement and return both forms to the Department of Human Resources, marked confidential.
3. The employee shall not be considered eligible to receive donated time until after the Department of Human Resources receives the completed application and physician's statement and verifies that the employee meets the requirements of having no available time and that the employee has a potentially terminal illness.
4. Milwaukee County and the Department of Human Resources reserve the right to obtain a second opinion as to the nature of the employee's illness and the expected prognosis.
5. If the employee is deemed eligible to receive donations of time, the Department of Human Resources will notify the employee's department and any appropriate collective bargaining unit of the determination. The Department of Human Resources shall maintain a listing of all employees who are deemed eligible to receive donations of time.
6. Employees who are eligible and receive donations of time shall have any time donated to them added to the employee's sick allowance balance. Employees may receive donations of time after their eligibility for the program has been determined and as long as they are determined to have a potentially terminal illness.

EMPLOYEES REQUESTING TO DONATE TIME

1. Any employee wishing to donate accrued time must complete an Application to Donate Time form that is available from the Department of Human Resources.
2. It is the employee's responsibility to have the form accurately completed and returned to the Department of Human Resources.
3. Each request must specify only one named County employee to receive the specified hours of donated time. The request to donate time will be implemented only after the named employee has been determined to be eligible to receive donations of time.
4. A separate Application to Donate Time form must be completed for each employee to whom the time is being donated and each time a donation is being made.

5. The employee donating time and the employee's department will be notified by the Department of Human Resources when the donated time has been removed from the employee's accrued balance.
6. The employee named to receive the donation of time can only use any time donated. The employee who donated the time shall not have any time returned to his/her accrued balances if the employee to whom the time is donated does not utilize all of the donated time.
7. The decision to donate time cannot be rescinded once the Application to Donate Time has been received and approved by the Department of Human Resources.
8. The Department of Human Resources shall not make a recommendation as to which eligible employee should benefit from the donation of time or the amount of time any eligible employee requires.
9. The Department of Human Resources shall maintain a listing of employees determined to be eligible to receive donations of time.
10. An employee may choose to donate time to another employee even though the employee receiving the donation of time is in a different department or a different bargaining unit. Employees who are not represented by a collective bargaining unit and employees who are members of a collective bargaining unit that has elected to recognize the accrued time off donor program in its memorandum of agreement or by a collateral agreement with Milwaukee County shall be eligible to donate time to an individual.

August 26, 2004