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| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 104-6 | REVISED: | PAGE <u> 1 </u> OF <u> 2 </u> |
| | SUBJECT: DONATION OF VACATION TIME | | |

1.0 POLICY

The purpose of this procedure is to allow employees of the City of Winona to make an anonymous donation of vacation time to a pool of time for use by employees who are on unpaid leave of absence and unable to perform the duties of their job. Participation is voluntary.

An employee requesting use of the pool time must meet one of the following criteria:

- Serious illness of the employee or the employee’s spouse
- Serious illness of the employee’s child or a person living in the employee’s household
- An extraordinary circumstance that may or may not be health related

2.0 ORGANIZATIONS AFFECTED

All current non-probationary regular full-time and regular part-time employees qualifying for benefits under the personnel policies. This policy may be revised in order to comply with applicable law. Employees may not donate or receive time if suspended or on administrative leave.

3.0 PROCEDURE

3.1 Donation of Vacation Time

- 3.1.1 Employee must complete a “Request to Donate Vacation Time” form available from the City Manager’s Office or Benefits Coordinator.
- 3.1.2 Employee may donate a maximum of 3 days of vacation time per calendar year. A vacation day would consist of 8 hours for a full-time employee and for part-time employees, a pro-rated day. For example, if you work 30 hours per week, your day would be considered 6 hours.
- 3.1.3 Donation of time in units of days (not hourly)
- 3.1.4 Donation of time would be anonymous
- 3.1.5 Once donation is completed, it is irrevocable.
- 3.1.6 All donated hours shall be recorded at the cash value of the hourly of the

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| DEPARTMENT: ADMINISTRATION | SUPERSEDES: NONE | PREPARED BY: EBS | APPROVED BY: CITY COUNCIL | DATE: 5/15/2000 REVIEWED: 11-9-06 |
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donating employee.

3.2 Request to Receive Time From the Pool

- 3.2.1. Employee submits a written request to the City Manager stating reason for request and approximate numbers of hours needed.
- 3.2.2. Full-time employee may receive a maximum of 160 hours; part-time employees may receive the equivalent of four weeks of their normal work-week.
- 3.2.3. Requests are processed on a first-come basis
- 3.2.4. Employee may receive time from this pool only after any available paid leave time is depleted and they are on an extended unpaid leave of absence and unable to perform their job duties.
- 3.2.5. The eligible employee shall receive hours from the available pool at their current rate of pay.
- 3.2.6. During the time an employee is receiving donated hours, they shall not be eligible for additional earned benefits.
- 3.2.7. City Manager has right to deny use of donated time or limit its use as shall be determined necessary to the best interests of the City. Decision by City Manager is final.

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