

**EAST FISHKILL PUBLIC LIBRARY DISTRICT
PAID LEAVE DONATION POLICY**

It is the policy of the East Fishkill Public Library District to allow employees the flexibility to donate paid leave to other employees who are eligible.

Eligibility

A receiving employee must be in a position with the Library that earns paid leave and must have exhausted all of his or her paid leave due to an serious health condition which precludes reporting for work.

A donating employee must be in a position with the Library that earns paid leave and must have a sufficient balance of paid leave to cover his or her donation.

Types of Leave

An employee may donate vacation time and sick time. Personal days and floating holidays may not be donated.

Details

Donations shall be subject to the following:

- (a) Sick Leave – Donor may donate up to half of his or her accumulated sick leave each year.
- (b) Vacation Leave – Donor may donate up to five days each year.
- (c) Employees on an approved leave of absence may not donate time.
- (d) Donations may be in half-day or full-day increments.
- (e) Any leave time donated shall be forfeited by the donating employee, even if such time is not used by the receiving employee.
- (f) If an employee donates vacation time to another employee, and thereafter leaves the employ of the Library prior to the conclusion of the year the value of any donated vacation time that was not accrued by the employee as of the date of separation shall be deducted from the employee’s last paycheck.

Procedures

The following procedures shall apply to donations of leave time:

- 1. A donor may submit a request to the Director for approval to donate leave time.
- 2. If approved, the Office Manager shall confirm the amount of paid leave to be donated and will prepare a detailed schedule for the donation.
- 3. Each pay period while the arrangement is in effect the Office Manager shall notify Paychex of the donor’s and receiver’s leave time totals.
- 4. Arrangement will remain in place until:
 - a. Donor’s eligible leave is exhausted;
 - b. Donor cancels the arrangement; or
 - c. Receiver no longer needs the time.
- 5. Arrangement is updated at the start of the calendar year, incorporating any additional leave that may become eligible to donating and receiving employees.