

3.16 Navajo County Leave Donation Policy – CARE Bank

Navajo County recognizes that employees may have a medical circumstance resulting in a need for additional time off in excess of the available sick/personal/annual leave that the employee has earned. To address this situation employees may apply for a leave donation from the Continuously Achieving and Reaching Employees (CARE) bank. The CARE bank consists of employee's donated annual leave hours that can be used by employees who meet the eligibility requirements as sick leave credit.

A. ELIGIBILITY TO DONATE

1. In order to donate to the CARE bank, an employee must meet the following requirements:
 - a. Maintain a minimum annual leave balance of 40 hours after donation.
2. A minimum of 4 hours may be donated at any one time.
3. Donations can be made any time throughout the year.
4. Your donation to the CARE bank is non-refundable.
5. Annual leave hours donated shall be paid at the current rate of the recipient.
6. You can elect to have your CARE bank donation given to a specific individual who has been approved for donations and is currently requesting hours from the CARE bank.
 - a. Donations for specific individuals cannot exceed what the individual needs for their current payroll and will be given at a rate not to exceed 30 hours per week.

B. ELIGIBILITY TO REQUEST A DONATION

1. In order to request a donation from the CARE bank, an employee must meet the following requirements:
 - a. Must be employed with Navajo County a minimum of twelve (12) months to apply for CARE leave.
 - b. Must have exhausted all available earned leave balances before CARE leave will be awarded.
 - c. Employee cannot be receiving, or eligible to receive payments for long term disability.
 - d. Employee cannot be receiving payments for short term disability.
 - e. Employee is required to provide documentation of a serious, incapacitating illness as defined under the Family and Medical Leave Act (FMLA) that prohibits the employee from returning to work.
 - f. Employee must provide recommendation from the Elected Official or Department Director with regard to employee receiving hours from the CARE bank.
2. Recipient is neither obligated nor expected to repay the donated hours.
3. Recipient shall not accrue annual and sick leave while using donated leave time.
4. Recipients will not receive Holiday pay while using donated leave.
5. All of the recipient's deductions currently in effect will apply.

PROCEDURE

Employees who would like to request leave from the CARE bank are required to complete a CARE leave request form, receive Department Director or Elected Official approval and return to the Employee Relations Manager for final approval.

APPROVAL

Requests will be received and reviewed by the Employee Relations Manager, in consultation with the Elected Official or Department Director. Previous leave history will be considered. Consideration will be given to eligibility, situation, and sick leave history.

Employees may receive up to 180 hours of available CARE leave, even if hours were directly donated to them through the CARE bank, to be given at a rate of 30 hours per week. Employees will be eligible to receive up to 180 hours in a “rolling” 12-month period which is measured backward similar to FMLA policy 3.34 (B).

In the event the CARE bank hours are fully depleted, donations received will be given in equal amounts to all applicants unless a donation received is for a specific individual.

Any request for accommodation of an extenuating circumstance outside the scope of this policy will need to be approved by the County Manager.