

City of Carmel, Indiana
Sick Leave Bank Voluntary Donation Policy
For Civilian Employees

The City of Carmel provides its civilian employees with a generous amount of paid time off; all employees are expected to manage their time off wisely, so it is available when needed. There may, however, be occasions when an employee does not have enough accrued time off to cover an unexpected and/or extended medical absence. Therefore, under limited circumstances, civilian employees may supplement a co-worker's paid time off with donations from their own Sick Leave Banks, as outlined below.

1. The receiving employee must be experiencing a disabling personal injury, illness or other health crisis.
2. All donations must come from the Sick Leave Bank of a current employee in good standing. PTO hours cannot be donated. No employee may donate any sick time within 30 days of that employee's scheduled retirement or resignation date, or at any time when the employee is suspended from work.
3. The recipient cannot accept more than eight (8) weeks of time, based on a 37.5 hour week, in any one calendar year. Donated hours will be transferred in the following order: first, from members of the recipient's own department, then from others based on the order in which Donation Agreements are received in HR - earliest first. If more than eight (8) weeks are donated, the excess will be returned to the donor.
4. Potential recipient must use all of their paid time off (PTO, sick leave, comp time, etc.) before they are eligible to accept donated time. If the recipient does not ultimately need all the donated time, it will be returned to the donor upon the recipient's unrestricted return to work.
5. No donation of sick time may be made for a period of less than five (5) hours. Donations in excess of five (5) hours may be made in quarter hour (0.25) increments. No individual may donate more than 37.5 hours of sick time to any one co-worker in any one calendar year.
6. The recipient may not use more donated time than is necessary to receive a paycheck for 37.5 hours per week.
7. An employee using donated time will not be eligible to accrue PTO. In all other respects, donated time will be the same as any other paid time off.
8. Each employee donating sick time must sign and submit a Sick Leave Bank Voluntary Donation Agreement, which will be available from department administrators and Human Resources, and on the City website.
9. All Donation Agreements must be submitted to Sue Wolfgang in Human Resources within 14 days after the start of the recipient's medical leave. After 14 days, no further donations will be accepted.
10. The City will not "advertise" any employee's eligibility for donated time. It is the responsibility of the potential donor, rather than the recipient, to initiate the donation process. Potential recipients and their friends are expected to use discretion in soliciting donations—no employee should feel pressured to donate time to a co-worker.