

**YAKIMA COUNTY
LEAVE SHARING PROGRAM FOR CATASTROPHIC ILLNESS OR INJURY
POLICY NO. HR-15**

I. PURPOSE

Yakima County has a leave sharing program available for employees that suffer catastrophic illnesses or injuries. This is a voluntary program supported by donations of Paid Time Off (PTO) or Annual leave.

Provisions of this policy not required by statute shall be followed, unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

II. DEFINITIONS

For purposes of this policy:

“Recipient employee” means a regular full-time or part-time budgeted employee of Yakima County.

“Regular full-time employee” means an employee scheduled to work thirty-seven and one-half hours or more per week who has successfully completed a probationary period in a regular budgeted position and who is eligible for benefits.

“Regular part-time employee” means an employee scheduled to work 20 or more hours and less than thirty-seven and one-half hours per week and who has successfully completed a probationary period in a regular budgeted position and who is eligible for benefits.

“Catastrophic” means an extraordinary, unexpected or sudden misfortune.

“Serious” is defined as grave or life threatening; resulting in a substantial leave of absence.

III. POLICY

- 3.1 A leave contribution program is established to permit Yakima County employees to donate a specified amount of PTO or Annual leave to a recipient employee of Yakima County.
- 3.2 The recipient employee must:
 - a) have a catastrophic or serious illness or injury; or
 - b) have a parent, spouse, state registered domestic partner, or child who has a catastrophic or serious illness or injury that requires the employee’s attendance or direct care.

- 3.3 The recipient employee must:
- a) have elected to enact Family Medical Leave (FMLA) benefit leave entitlement. If the employee is not eligible, eligibility to receive benefits under this Policy will be reviewed on a case by case basis;
 - b) have depleted or shortly will deplete all leave reserves (Washington State Paid Sick Leave (WPSL), Extended Sick Leave (ESL), Sick Leave (SL), Paid Time Off (PTO), Annual Leave (AL), Compensatory Time (CT), Floating Holidays (FH), Holiday Time (HT), Holiday Compensatory Time (HCT) and any other paid time off); and
 - c) have diligently attempted to accrue PTO or annual leave;
 - d) not be absent because of a work-related injury; and
- 3.4 Leave contributions made to an employee under sub-paragraph III.3.2(2) above for parent, spouse, state registered domestic partner or child, shall not exceed the actual amount of contribution necessary to cover any unpaid leave of absence while the employee is on FMLA leave.
- 3.5 Donated leave hours are converted to a value based on the donating employee's rate of pay, then converted to hours for the receiving employee based on the receiving employee's rate of pay.
- 3.6 The donating employee may not request a transferred amount that would result in his or her leave balance falling below the equivalent hours equal to ten (10) working days. The amount donated must be in whole hour increments. Unused leave is forfeited. r
- 3.7 The Human Resources Department shall administer this policy.

Adopted Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901