

## RESOLUTION 18-002

**WHEREAS**, the City of Marlin has given the employees two personal days off each year; and

**WHEREAS**, this time provides employees with an opportunity take special days off to rest, relax, and refresh themselves which benefits both the employee and the city; and

**WHEREAS**, employees may have a family medical emergency or be affected by and major disaster, resulting in a need for additional time off in excess of their available sick/personal time.

**NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MARLIN** hereby amends the City of Marlin Personnel Policy, Section 18 Other Employee Benefits adding the following:

### **I. PERSONAL DAYS**

Regular, full-time employees of Marlin City shall receive two (2) personal days each year. Carry-over to the next year is not allowed. Earned but unused personal days at the end of each year are lost and cancelled.

### **J. LEAVE SHARING/DONATION POLICY**

#### **Policy Statement**

The City of Marlin recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick time. To address this need, all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need of sick time in accordance with the policy outlined below. This policy is strictly voluntary.

#### **Eligibility**

Employees must be employed with the City of Marlin for a minimum of one year to be eligible to donate and/or receive donated sick time.

#### **Guidelines**

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

**Medical emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

**Major disaster**, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or

emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

### **Donation of Sick Time**

- The donation of sick time is strictly voluntary.
- An employee may donate sick time for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick time hours that an eligible employee may donate is 4 hours.
- The maximum number of sick time hours an eligible employee may donate in one calendar year is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick time.

### **Requesting Donated Sick Time**

Employees who would like to request donated sick time are required to complete a Donation of Sick Time Request Form and submit it to human resources.


Requests for donations of sick time must be approved by human resources, and the employee's immediate supervisor.

If the recipient employee has available sick/vacation time in his or her balance, this time will be used prior to any donated sick time. Donated sick time may only be used for time off related to the approved request, no more than 40 hours per week.

Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

**PASSED AND APPROVED ON THIS THE 13TH DAY OF MARCH, 2018.**



  
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John Keefer, Mayor

  
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Sandra Herring, City Secretary