



MEMORANDUM

To: Mayor and Council
From: Mark Washington, Human Resources Director
Date: August 9, 2013
Subject: Proposed Changes to the Personnel Policies: Leave Bank

This memorandum is in response to Resolution No. 20130606-047, which directed the City Manager to establish an on-going, permanent "Leave Bank" providing employees the ability to donate accrued leave which would then be available for award to employees with approved FMLA absences.

The attached proposed resolution provides for a personnel policy change that establishes a Leave Bank benefit for regular employees to coincide with the eligibility period for the Family Medical Leave Act (FMLA). Employees whose terms and conditions of employment with the City are negotiated through a collective bargaining agreement or a meet and confer agreement are excluded.

As background, I am attaching a copy of our current Shared Accrued Leave Procedure, where employees with catastrophic situations may receive up to 520 hours of donated leave from their co-workers for a single situation/event for a maximum of 1,040 hours of donated leave during their employment with the City. The current program is managed, for the most part, at the department level; employees know the individual to whom they are contributing their leave. The new Leave Bank, which would be handled as a corporate program, is proposed as an enrollment campaign that solicits donations during the annual citywide open enrollment period for all benefits in October/November 2013. At the conclusion of the open enrollment period, staff will begin crediting hours to the leave bank and reducing the leave balances of donors.

The Leave Bank will operate on a "membership" model, where employees must donate a minimum number of hours of paid leave to the bank in order to receive donations from the bank. The objective of the membership model is to create an investment in the bank by employees who would later benefit from the bank. This would incentivize employees to donate and grow the usability of the bank. To develop necessary program administration infrastructure, applications for donation to the leave bank and for usage of donated leave will begin in January 2014.

The additional time, from the close of open enrollment in November 2013 to the application period for the benefit, is needed to reconcile timekeeping/payroll transactions involved.



Citywide monitoring of donations and usage is important to ensure that only leave bank members receive donations and that more leave hours are not utilized than donated.

Please let me know if you have any questions.

Attachment: Shared Accrued Leave Procedure

CC: City Manager
Deputy City Manager
Assistant City Managers
City Attorney
CFO