

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Earned Leave Donation Policy

PROCEDURE NO: HR 500.06

REPLACES: _____

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PURPOSE:

It is the goal of Mennonite Village to allow employees to donate their Earned Leave (EL) time to a designated individual or to an EL Bank for another employee who is experiencing a family emergency or personal crisis that creates a need for additional time off beyond that individual's available leave. Such donations are strictly voluntary.

PROCEDURE:

Employees donating leave must meet the following criteria:

- Must have been employed with the company for at least one year preceding the leave donation.
- Must complete an Earned Leave Donation form where they may designate leave to an individual or to the bank.
- May donate up to 40 EL hours, but must have at least 40 hours remaining in own EL bank.

Employees requesting earned leave donations must meet the following criteria:

- Must exhaust all their EL time first.
- Must be experiencing a family or personal crisis or be on an approved medical leave.
- Complete an Earned Leave Request form (form may be completed by Supervisor).
- Cannot accept more than 80 hours in a rolling 12 month period from the EL Bank.