



WILLMAR

Human Resource Director

City Office Building
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Willmar, MN 56201
Main Number 320-214-5180
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COUNCIL ACTION REQUEST

DATE: November 2, 2016

SUBJECT: Personnel Policy – Additional language in the Sick Leave benefit

RECOMMENDATION: Add the definition of employee own immediate household under section 5.2 Sick Leave Donation paragraph p. 77 of the Personnel Policy. In addition, it is recommended to delete item #1 and the language pertaining to health conditions in paragraph one.

With the express written approval of the City Administrator, City employees having accrued sick leave will be allowed to donate a portion of such accrued sick leave to fellow employees experiencing a major life threatening disease or condition suffered by the employee, spouse, children or stepchildren of either husband or wife or stepparents, or a member of the employee's immediate household. ~~A major life threatening disease or condition shall include but is not limited to the following, heart attack, stroke, organ transplant, or life threatening illness or condition as defined by a physician's diagnosis.~~

The donation of sick leave from one employee to another shall be subject to the following terms and conditions:

- ~~1. An employee is only eligible to receive donated sick leave for time loss from work due to a major life threatening disease or condition as described above, equal to the number of hours of time, compensated by sick leave, vacation leave or compensatory time, which the employee would lose from his or her job due to the major life threatening disease or condition.~~
2. An Employee will be eligible to receive donated sick leave only after all accumulated sick leave, vacation leave, and compensatory time have been used by the employee.
3. No employee will be allowed to receive more than twenty (20) days of donated sick leave for any single major life threatening disease or condition without the express written approval of the City Administrator.
4. An employee may donate no more than sixteen (16) hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating sixteen (16) hours per year to another fellow employee.
5. A written request to donate sick leave must be made to the City Administrator on forms designated by the City for this purpose.
6. The City Administrator shall have the right to deny use of donated sick leave or limit its use as shall be determined in the best interests of the City of Willmar.

BACKGROUND: The language “a member of the employee’s immediate household” is stating in 5.2(D) but not in the donation of sick leave paragraph.

FINANCIAL CONSIDERATION: None

LEGAL:

Department/Responsible Party: Bridget Buckingham, Human Resource Director

Reviewed by: Mike McGuire, City Administrator