

**TOWN OF PALMER LAKE, COLORADO**

**RESOLUTION NO. 15-2022**

**A RESOLUTION TO ADOPT A POLICY FOR EMPLOYEE LEAVE DONATION FOR  
THE TOWN OF PALMER LAKE**

**WHEREAS**, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

**WHEREAS**, the Town of Palmer Lake, Colorado, employees may request or desire to donate benefitted leave to another eligible employee; and

**WHEREAS**, the Town encourages assistance for particular situations but recognizes that there are guidelines to consider for the protection of employees; and


**WHEREAS**, the attached Employee Leave Donation Policy is developed to address such guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:**

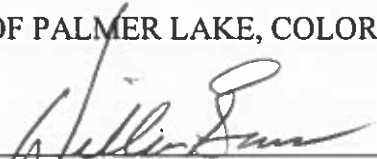
1. The Board of Trustees for the Town of Palmer Lake hereby adopts the Employee Leave Donation Policy, attached here to as Exhibit A.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

**INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 24th DAY OF  
FEBRUARY 2022.**

ATTEST:

  
\_\_\_\_\_  
Dawn A. Collins  
Town Administrator/Clerk

TOWN OF PALMER LAKE, COLORADO

BY:   
\_\_\_\_\_  
William Bass  
Mayor



## PAID LEAVE DONATION POLICY

<b>ISSUE DATE:</b>	February 2022	<b>REVISION DATE:</b>	
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### I. PURPOSE

The Town recognizes that employees may encounter unexpected personal emergencies that result in a need for additional time off that is in excess of available paid leave time. This policy is to address those situations when an employee may donate a portion of accrued but unused sick leave time. This policy is strictly voluntary.

### II. POLICY

Full-time and part-time employees eligible to accrue sick leave time may donate and/or receive accrued but unused sick leave time in accordance with the following terms.

A recipient of donated time must exhaust all of his/her available leave time and may not be covered by Worker's Compensation. A recipient may initiate, or request, the donation process in anticipation of exhausting his/her accrued time. In no case may donated leave time cause a recipient to exceed 40 hours of pay (overtime) but may supplement the paycheck of a recipient up to the average of regular scheduled work hours in a typical pay period.

#### Reasons to Donate

1. **Medical Emergency.** Paid leave may be donated where the recipient has a major illness, injury or other medical condition that is life threatening and/or requires inpatient, hospice or emergency care for a prolonged period of time.
2. **Family Medical Emergency.** Paid leave may be donated where the recipient is providing care for an immediate family member including spouse or domestic partner, child (by birth, adoption or foster care; over 18 but unable to care for themselves because of a serious health condition) and parent (biological, foster, adoptive, stepparent, legal guardian, in-law) who has a major illness, injury or other medical condition that is life threatening and/or requires inpatient, hospice or emergency care for a prolonged period of time. A family medical emergency may also include extended time off following the death of an immediate family member.

**Donation Guidelines.** Donated leave time shall include accrued but unused sick leave only. Employees who donate paid leave time must adhere to the following requirements:

- Donation must be made in one hour increments
- More than one employee may donate to the same recipient
- Employee's total number of donated hours cannot exceed 160 hours within a calendar year
- Employees ineligible for paid leave time may not receive donated paid leave
- Employees decision to donate may not be revoked

- A recipient may receive a maximum of 240 hours in a calendar year

**Process to Donate.** Employees who wish to receive accrued time or to donate accrued time to another employee must submit a letter explaining the circumstance and identifying the reason to donate or receive time and submit it to the Town Administrator. Requests to donate are subject to approval from Administration.

**Conversion of Donated Hours.** Donated hours of leave will be converted to the recipient rate of pay to ensure the dollar value does not negatively impact the fiscal responsibility of the Town.