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Recreation: 607-749-2161
Codes: 607-745-3177
Homer Fire Department: 607-749-3121

Program Description

This is a voluntary program providing for leave due to absences resulting from personal or immediate family members (as defined in the Family Sick Leave Act) enfeebled (debilitated, impaired, crippled, disabled) illnesses and accident to the extent that normal leave balances are depleted, and the employee is left without other means of support under the conditions provided herein.

Eligibility Criteria - Donors

- Any Village of Homer employee who earns sick leave
- Employee must have completed at least 12 months of continuous Village of Homer service. Exceptions are to be made for crossing guards and cemetery employees, who must have completed work for a minimum two seasons. Other exceptions may be approved by the Board.

Eligibility Criteria - Recipients

- Be eligible to earn sick leave credits.
- Employee must have completed at least 12 months of continuous Village of Homer service. Exceptions are to be made for crossing guards and cemetery employees, who must have completed work for a minimum of two seasons.
- Employees who work less than full-time, but at least half-time per week, will receive the pro-rated value of the full-time equivalent of the scheduled full-time hours. Under no circumstances shall payment to the employee exceed normal payment to the employee for regular assigned hours. For example, a twenty-five hour per week employee would receive twenty-five hours per week, not thirty-five hours per week. An employee must work 25 hours per week to qualify to apply for FMLA.
- Have exhausted or within two weeks will exhaust all leave credits, including but not limited to, sick time, vacation time, comp. time, personal time, holiday time, floating holidays, etc.
- Be expected to be absent for at least one bi-weekly payroll period following exhaustion of leave credits or planned days as approved by the Board that would normally be eligible for sick leave or family sick/paid leave.
- Employees requesting donations from the emergency pool for family members, as defined by the Family Medical Leave Act, must have used the authorized family sick time accrual to the extent their leave accruals allow.

Restrictions on Donations

- Donations may be made from sick leave, vacation leave, personal leave, comp time, or floating holiday leave. Donations are encouraged to be made from vacation or sick leave.

- There is no limit on the number of times a donor may make donations or the number of days that may be donated. However, donors must retain a minimum of ten (10) days accruals in their sick leave balance.

- Donor identity shall be kept confidential.

- Credits must be donated in full-hourly increments only.

Use of Donated Credits

- Donated credits may be used in full-hourly increments only, unless approved otherwise by the Personnel Administrator.

- Employees receiving donations for a family member as defined by the Family Medical Leave Act may be authorized a maximum of thirty workdays leave donation for any one year. The definition of "year" is the same as defined above.

Administrative Issues

- Recipients shall receive retirement credit for days in donated leave pay status.

- Normal payroll deductions shall continue so long as the check is of an amount sufficient to cover deductions.

- Donations shall be recorded in order received and use shall be rotational in full-hourly credits.

- Donors shall be notified when their donation is used.

- Donors will be notified if their pledge of donation is not used.

- The dollar value of the donated time shall not be considered.

- Enfeebled illnesses shall not include selective surgery or six (6) to eight (8) weeks postpartum, for other than the birth mother. An employee shall not be eligible to request time from the Emergency Pool to cover injury or illness covered by 207-c, Workers' Compensation, Social Security Benefits, or Unemployment Insurance.

- Private insurance covering periods of disability will not affect the ability to utilize the emergency pool.

- If a designated holiday occurs during the period of authorized leave donation period, the employee shall receive 7, 7.5, or 8 hours, or the pro-rated equivalent of holiday pay and shall not be charged with leave donation usage.

- If the employee is not able to return to work upon the expiration of leave, the employee may be granted a Leave of Absence without pay in accordance with Village of Homer policies.

- An employee who is on approved Family Medical Leave or has a qualifying medical condition and whose medical condition improves sufficiently to return to work shall notify the Department Head or Personnel Administrator immediately. Usage of leave donation shall cease upon the physician's release to return to work with no restrictions. Employees are encouraged to come back to work on a part-time basis provided a release outlining any restrictions can be obtained by the medical provider and with the prior approval of the Personnel Administrator and the Department Head. Part-time work in no way will allow the number of days' usage to be extended past the sixty day minimum.

- An employee who is on approved Family Medical Leave or would qualify for a family member as defined by the Family Medical Leave Act and whose family member's conditions has improved sufficiently enough to allow the employee to return to work less than full-time, may return to work less than full-time until the donations are utilized. Part-time work in no way will all the number of days usage to be extended past the thirty day maximum.

- The Personnel Administrator may require updated medical reports on at least a monthly basis and/or upon each appointment of the employee with the medical provider.

- Once eligibility has been determined by the Personnel Administrator, donations shall be solicited by the Personnel Administrator on the form approved by the Board of Trustees.

- If the Personnel Administrator determines that an employee has abused, falsified information, or was otherwise not eligible for leave, the employee shall be required to repay all donations received. In the event the employee disagrees with the determination of the Personnel Administrator, the employee may request a hearing with the Personnel Administrator. The employee shall be subject to disciplinary action in accordance with the appropriate bargaining unit contract.

Application for Leave Donation Usage

- Application for leave donation shall be made to the Personnel Administrator by the employee, immediate family member, co-worker(s), or representative union only.

- Application shall be on a form provided by the Board of Trustees

- Required medical documentation shall be kept confidential under HIPAA and FMLA rules and shall not be provided to the Emergency Pool Committee.

Adopted: September 11, 2019; Amended June 28, 2022