



DONATED LEAVE POLICY

The Lewes Public Library (“the Library”) recognizes that employees may have a family medical emergency - resulting in a need for additional time off in excess of their available paid leave. To address this need, all eligible employees will have an opportunity to donate accrued paid sick or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below.

Eligibility

Employees must be employed with Library for a minimum of one year to be eligible to donate and/or receive donated leave.

Guidelines

Employees who would like to make a request to receive donated paid leave from their co-workers must have a situation that meets the following criteria:

Medical emergency - defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee prior to the exhaustion of all paid leave available. Donated leave may also be requested in the event of the loss of an immediate family member. An immediate family member is defined as a spouse, child or parent.

Leave donation will be administered by the Library’s Director. The Director will be responsible for determining the value of the leave donated and for tracking the donated leave balance. The Library also reserves the right to validate that donated leave is being used for approved purposes. Employees who misuse donated leave may be subject to disciplinary action up to and including termination of employment.

Employees wishing to use donated leave must do so in writing. The written request should clearly outline the circumstances supporting the request for donated leave. Employees requesting leave will receive a written approval, denial or modification of the request from the Director and the Board of Directors.

Donation of Paid Leave:

- The donation of paid leave is strictly voluntary.
- The donation of paid leave is on an hourly basis with regard to the dollar value of the donated or used leave.
- Employees cannot borrow against future paid leave to donate.

Accepted and approved by the Lewes Public Library Board of Commissioners 03/23/21