



## VOLUNTARY TIME-BANK GUIDELINE



**PURPOSE:** The following is a guideline for interpreting and administering the Voluntary Time-Bank Program in accordance with the language set forth in the governing Memorandum of Understanding or Resolution for Exempt Management, Management, Confidential, and other Unrepresented Employees.

### **DEFINITIONS:**

**(A) ELIGIBLE EMPLOYEE:** Only employees in regular positions who anticipate exhausting their leave balances are eligible to participate in the Voluntary Time-Bank program. Employees receiving disability payments or Workers' Compensation may be eligible for a prorated time-bank reimbursement such that total payments do not exceed 100% of the regular pay.

**(B) CATASTROPHIC ILLNESS OR INJURY:** "Catastrophic illness or injury" is defined as a debilitating medical condition for which the employee is likely to be incapacitated for 14 or more calendar days. Common illnesses or injuries which are short-term and are without complications are not catastrophic events.

**(C) FAMILY CATASTROPHIC ILLNESS OR INJURY:** A "family catastrophic illness or injury" is defined as a debilitating medical condition of an immediate family member where the employee, as the primary care giver, is required to take off from work for 14 or more calendar days. An immediate family member is defined as spouse, registered domestic partner, child, step-child, foster child, parent, grandparent, sibling or any other person living in the immediate household of the employee.

### **CONDITIONS AND PROCEDURES:**

1. Only the Agency/Department Head, upon concurrence from the Human Resources Director, may request establishment of a Time-Bank for an employee within the department who is suffering a hardship due to a catastrophic illness or injury.
2. When the Agency/Department Head has determined that an employee would benefit from the establishment of a Time-Bank, the Agency/Department Head will contact the employee to determine if the employee desires to participate in the Time-Bank program. If the employee desires to participate in the Time-Bank program, the Agency/Department Head will contact the Human Resources Department and recommend the establishment of the Time-Bank.
3. The Agency/Department Head will advise the employee that participation by the employee in the Time-Bank program will require the employee to sign the "Employee Section" and the "Consent for Release of Protected Health Information" on the Request for Establishment of a Voluntary Time-Bank Form. This will allow the Human Resources Department to secure medical condition information and to distribute the request for time donations. No medical condition information will be included in the distribution of the request for time donations.
4. The employee, or the employee's physician, will submit to the Human Resources Department verification of his/her (or immediate family member's) illness or injury on the Voluntary Time-Bank Physician Statement.

5. Upon receipt of the Request for Establishment of a Voluntary Time-Bank Form and the Voluntary Time-Bank Physician Statement, the Human Resources Department will review the request for eligibility pursuant to the Voluntary Time-Bank Program.
6. The Human Resources Department will establish and operate the approved Time-Bank and will ensure that only necessary credits are donated. Donations will be posted by the Office of the Auditor-Controller to the employee's vacation or annual leave bank on a pay period-by-pay period basis. Donations will not be applied to the employee's account until the employee has exhausted all leave balances available. The processed leave hours are irreversible; the unprocessed donation forms are returned to the donor.
7. The effective date for the establishment of the Time-Bank is the latter of the date the complete request (including the Voluntary Time-Bank Physician Statement) is received by either the employee's department or the Human Resources Department, and the date the employee's leave balances are exhausted.

Note: Application for a Voluntary Time-Bank does not release an employee from his or her obligation to seek and obtain an approved leave of absence in accordance with the language set forth in the governing Memorandum of Understanding or Resolution for Exempt Management, Management, Confidential, and other Unrepresented Employees.