**Resolution 2015-09: A Resolution Authorizing Sick Leave Donation**

Be it resolved by the Town Council of the Town of Cedar Bluff that sick leave may be donated to other employees who show and request a need for the leave. Employees may donate leave to another employee if you are a full-time non-probationary employee, and agree to the following requirements:

1. You voluntarily elect to donate sick leave and do so with the understanding that donated leave will not be returned; and

2. Donate a minimum of 8 hours sick leave; and

3. Retain a minimum sick leave balance of at least 80 hours; and

4. Must fill out leave donation form, which must be approved by Department Head and Town Clerk.

Be it further resolved that employees requesting donated leave must be a full-time non-probationary employee and must meet the following requirements:

1. Demonstrate an essential need for the leave, and

2. Have submitted the request for donated leave, and

3. Have no accrued leave (vacation, sick, or personal day), and

4. Have not been approved to receive other compensation, i.e., workers compensation, and

5. Must fill out the Employees Request for Donated leave form.

Be it further resolved that an employee may receive up to the number of hours they are scheduled to work during the pay period. Additional hours must be requested within two days of the end of the current pay period. There is a maximum cap of 360 hours. The Town Clerk and Department Head shall determine whether the employee is eligible to receive the sick leave donation. This decision may be appealed to the Mayor.

I, Susie Surrett, Town Clerk, hereby certify that the foregoing is a true and correct copy of the Resolution adopted on September 14th, 2015.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tammy Crane, Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Susie Surrett, Town Clerk