

JM TA 6/17/2025  
CW  
JR NAKES

**SICK LEAVE<sup>1</sup>**

[Building Codes Division (BCD) Article 17]

Revise Section 10 as follows:

**Section 10. Hardship Leave Donation.**

The Department shall allow employees to transfer vacation leave or compensatory time to a co-worker for use by employees recuperating from, or involved in, an extended and continuing illness or injury of a serious nature who have exhausted all accumulated leave. Hours of leave donated will be converted at the Donor's hourly rate. Approved leave shall be converted into sick leave hours at the Donee's hourly rate into a dollar amount. Deductions shall be made accordingly.

Applications for hardship leave shall be ~~in writing and sent to the Department's Human Resource Services Office~~ **submitted through Human Resource Information System (HRIS)** and accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least fifteen (15) days. The Department's Office of Human Resource Services will review the request and either approve or disapprove the request.

The transfer of accumulated leave and the utilization of such leave shall be subject to the following:

- a. Employees on Workers' Compensation or receiving short- or long-term disability benefits may not participate in this program as a Donee.

<sup>1</sup> This proposal applies to the following Local Tables where not already in effect

BCD – A17	CCB – A44	DEQ – A31	DLCD – A16	DOC Den – N/A		DSL – A35	OAJA – A29	ODEM – A37	OHAP – A15
OLCC – A32	OLTCO – A32	OMD – A29	OPDC ASD – A13	OPDC ATT – A13	OPDC LS – A13	OSFM – A27	OSH RNS – A41	OSPSU – A37	OYA – A34
REA – A28	SACU – A31								

**b.** All accumulated leave hours must be donated and transferred in blocks of two (2) hours or more. All hours of leave donated from co-workers and/or management will be converted into an hourly rate and then applied to the Donee's account at their hourly rate.

**c.** The employees may be asked to disclose information about all insurance policies or employee benefits.

d. Any other requirements or conditions shall be determined or set forth by the Division Administrator on a case-by-case basis.

To donate to a specific employee in a different Agency, the employee may follow the applicable process as outlined in the Human Resource Information System (HRIS). (donor) must submit a written request to their appointing authority/designee. The appointing authority or designee from both the donor's and recipient's agencies may authorize the transfer of donated leave between agencies, subject to restrictions on the use of dedicated funding sources and/or other legitimate business reasons.

REV: 2015, 2019, 2021