

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF
UNIVERSITY PARK, MARYLAND TO AUTHORIZE DONATION OF EMPLOYEE
SICK LEAVE**

WHEREAS, the Mayor and Council have determined that it is in the public interest to allow employees of the Town to donate sick leave to another employee who has exhausted their sick leave.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of University Park, Maryland that the following policy be adopted:

Donation to Sick Leave

Probationary (new hire), seasonal and temporary employees are ineligible to participate in leave donation as donors or recipients. An employee may donate sick leave to another employee under the following conditions:

- a. The recipient employee must have been absent on documented sick leave for more than ten (10) consecutive work days and have exhausted his or her accrued sick and annual leave balances and any advanced sick leave.
- b. The recipient employee must request through his or her department Director that donations be solicited.
- c. Leave may be donated retroactively for an absence that occurred within thirty (30) calendar days prior to the donation date.
- d. Leave donations must be voluntary and will be anonymous to the recipient.
- e. Leave donations may be from the donor's sick leave account but may not leave a donor's sick leave balance below 40 hours.
- f. Leave donations may only cover actual absences. Donations may not be used to establish a balance for future use.
- g. Donations not used will be returned to the donor.
- h. Leave donations for other than an employee's own sick leave absence, or under any other conditions than those listed above, are not permitted. Any exceptions to this rule may be considered on a case by case basis by the Mayor.

The need for leave donations may be announced to employees by the Mayor to all employees as appropriate. Leave donation forms are available at the Town office. Completed donation forms must be submitted to the Mayor for confirmation of donor and recipient eligibility.

ADOPTED by the Mayor and Council of the Town of University Park, Maryland, on June 4, 2012.

EFFECTIVE on June 4, 2012.

WITNESS:

THE TOWN OF UNIVERSITY PARK, MARYLAND

John Rogard Tabori, Mayor

**APPROVED AS TO FORM AND
SUFFICIENCY:**

Suellen M. Ferguson, Town Attorney