**MEDICAL LEAVE ASSISTANCE PROGRAM**

## **PURPOSE**

To allow individuals to assist fellow employees by donating paid leave hours in the event of a serious medical situation or other circumstance that creates a severe financial hardship.

## **SCOPE**

This policy applies to all full-time employees, within the guidelines listed below.

## **POLICY**

It is the policy of the SEFD to allow employees to donate accrued sick or vacation leave to other employees in the instance of a serious medical situation of the employee or the employee’s immediate family, if the employee has depleted all accrued sick and vacation leave hours.

## **DEFINITION**

For purposes of this policy, **immediate family** shall be defined as a parent or step-parent, spouse (as defined by State law), domestic partner, or child of the employee. **Child** shall be defined as a biological child, an adopted child, a foster child or a stepchild.

## **GUIDELINES**

1. If an employee is in a situation involving a serious medical situation and has depleted his sick and vacation leave accruals, the employee may request use of the Medical Leave Assistance Program via a written request to the Fire Chief. Likewise, a fellow employee may make the request to the Fire Chief to consider another employee for receipt of such donations.
2. If the request is granted, the employee shall be allowed to receive donated paid leave hours.
3. In order to be eligible to donate paid leave hours, a donor must retain a minimum of 24 hours of leave hours for his own use.
4. If an employee wishes to donate sick leave or vacation hours for this purpose, the employee must submit a written request to the Fire Chief authorizing deduction from his leave accrual.
5. Sick leave or vacation hours, not wages, shall be donated. Thus, the employee shall receive the donated hours at the receiving employee’s own regular hourly rate.
6. Only those hours needed for a pay period shall be used. Upon the employee’s return to work, all excess sick leave or vacation donation hours shall be returned to the donors in proportion to their donation. No donor shall receive more hours back than were originally donated.