



## Leave Donation Program

### Policy Statement

MBI recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued personal or vacation hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy and the donation of time is strictly voluntary.

### **ELIGIBILITY**

Employees must be employed full-time with MBI for a minimum of one year to be eligible to donate and/or receive donated personal/vacation time.

### **GUIDELINES**

Employees who would like to make a request to receive donated personal/vacation time from their co-workers must have a situation that meets the following criteria:

**Family Medical Emergency**, defined as an unforeseen medical condition of the employee or an immediate family member that requires instant care and a prolonged/extended absence of the employee from work which results in a substantial loss of income to the employee due to the exhaustion of all paid time off available. An immediate family member is defined as a spouse, child or parent. Step relationships are considered the same as biological relationships.

Medical documentation may be required. Conditions that are short-term in nature including, but not limited to, common illnesses and injuries such as influenza, measles, broken bones, strained ligaments, & the like are not considered medical emergencies.

**Major Disaster**, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Examples of disasters are, but not limited to: flooding, earthquakes, wildfires, storms, etc. COVID-19 is also been declared a major disaster by the government.

### **DONATION OF PERSONAL/VACATION TIME**

- The donation of personal/vacation time is strictly voluntary.
- Donated personal/vacation time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of personal/vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of personal/vacation hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 77.50 hours or 10 days.
- Employees cannot borrow against future personal/vacation time to donate.

- Employees will be given the opportunity to donate personal/vacation time throughout the calendar year. The donated personal/vacation time will be transferred from the donor to the leave bank at the end of the donation month.
- Employees who are currently on an approved leave of absence cannot donate personal/vacation time.

### **REQUESTING DONATED SICK/PERSONAL TIME**

- Employees who would like to request donated sick/personal time are required to complete a Leave Donation Time Request Form and submit it to Human Resources.
- Requests for donated time are not a guarantee that the employee will receive any donated time. If the recipient employee receives donated time, it must be used immediately.
- Requests for donations of personal/vacation time must be approved by Human Resources and the employee's immediate supervisor.
- If the recipient employee has available paid time benefits in his or her balance, this time will be used prior to any donated personal/vacation time. Donated personal/vacation time may only be used for time off related to the approved request.
- Employees who are dealing with COVID-19 situations must experience one of the following:
  - Been unable to work remotely, thus missing hours and wages due to the COVID-19 virus
  - Has self-quarantined due to exposure to the COVID-19 virus
  - Having been diagnosed by a health care provider as having the COVID-19 virus.
  - A need to stay home with children while schools are closed during the shelter in place ordinance.
- Employees who receive donated personal/vacation time may receive no more than 232.50 hours (30 days/6 weeks) within a rolling 12-month period.
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act (FMLA).
- Payments made under this policy are reportable in a recipient employee's gross income and are subject to withholding taxes upon receipt of payment.

### **POLICY EFFECTIVE DATE**

This policy will begin effective January 1, 2022.