



Leave Sharing Assistance Program

Policy Statement

Since the COVID-19 virus is considered a major disaster as it is defined by the federal government, the purpose of this program is to establish a leave sharing assistance program for all MBI full-time employees by allowing fellow employees to donate vacation or personal time hours to other employees who have been adversely affected by the COVID -19 virus resulting in a need for additional paid time off in excess of the employee's available time benefits. To address this need, all eligible full-time employees will be allowed to donate accrued vacation or personal time hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the guidelines outlined below. This donated time will not be able to be designated to one particular individual, but rather it will be given out equally to those in need.

Eligibility

Employees must be employed full-time with MBI for a minimum of 3 months of service to be eligible to donate and/or receive donated vacation/personal time.

In order to receive donated time, employees must have exhausted all accumulated time benefits (sick, personal, and vacation time) and experience one of the following situations:

- 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.

Donation of Vacation/Personal Time (Voluntary)

Employees may donate up to 100% of their current account balance of vacation/personal time to the Leave Sharing Assistance Bank by submitting a completed Leave Sharing Assistance Form to Peter Miller, Human Resources. Donations will be accepted throughout the calendar year as employees accrue vacation and personal time. Completed donation forms will be accepted from April 20, 2020 until December 15, 2020. At the end of every bi-weekly pay period, the donated hours will be stored in the Leave Sharing Assistance Bank and given out to eligible employees equally in the following week to employees on pay day. Time for exempt employees will be held until the end of the month during their normal pay cycle. Time donated will be deducted from the donor's account in the month in which it is given out.

- The donation of vacation/personal time is strictly voluntary.
- Donated vacation/personal time will go into a leave sharing bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of vacation/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of vacation/personal hours that an eligible employee may donate is one (1) hour; the maximum is no more than 100 percent of the employee's current balance.
- Employees cannot borrow against future vacation/personal time to donate.
- Employees will be given the opportunity to donate time from April 20, 2020 until December 15, 2020. The donated vacation/personal time will be transferred from the donor to the leave pool in following month or bi-weekly pay cycle in which it is given out.
- Employees who are currently on an approved leave of absence cannot donate vacation/personal time.

Requesting Donated Vacation/Personal Time

Employees who would like to request donated vacation/personal time are required to complete a Leave Sharing Assistance Request Form and submit it to Peter Miller, Human Resources, beginning on April 20, 2020 but by no later than December 15, 2020. Email requests for donated time will be accepted by Human Resources if the employee is unable to submit a completed form.

A request for donated time is 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 vacation/personal time must be approved by Human Resources. Each employee request for donated time will remain open for the entire duration of the policy.

If the recipient employee has available vacation/personal time in his or her account balance, this time will be used prior to receiving any donated time.

Employees who receive donated vacation/personal time may receive no more than 30 days (6 weeks) within the scope and duration of this policy.

Payments made under this policy are reportable in a recipient employee's gross income and are subject to withholding taxes upon receipt of payment.

Scope and Duration of Policy

This policy will close effective December 31, 2020.