

City of Burien
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Memorandum

To: City Staff
From: Brian J. Wilson
Date: March 16, 2020
Re: Temporary Shared Leave Program

7.04 SHARED LEAVE PROGRAM

Temporary modification – COVID19

The City Manager has authorized employees to donate their accrued vacation and/or sick leave to a pool for the use by City employees who are effected by the immediate crisis surrounding the COVID 19 pandemic that has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

- To be eligible to donate vacation or sick leave, the employee who donates leave must have at least ten days (80 hours) of accrued vacation or sick leave, depending on which leave is being donated. In no event shall a leave transfer result in the donor employee reducing their vacation or sick leave balances to fewer than ten days (80 hours). All donations of leave are strictly voluntary.
 - a. The City will limit the donation of 24 sick leave and/or vacation hours at any one time.
- The employee receiving donated leave shall have exhausted all of their accumulated vacation, comp time, floating holiday, and sick leave.
- While an employee is using shared leave, he or she will have uninterrupted salary and benefits, as the employee would otherwise receive if using vacation or sick leave.



Modified Shared Leave Donation Form March 16, 2020

I, _____, would like to donate _____ hours of

Sick leave to **the shared leave pool (maximum of 24 hours)**.

I, _____, would like to donate _____ hours of

Vacation leave to **the shared leave pool (maximum of 24 hours)**

Signature

Date

Submit form to Connie Roberts in Human Resources

Approved by:

Brian Wilson, City Manager

Date

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