

Presented by: The Manager
Introduced: 10/04/99
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2004

A Resolution Amending the Personnel Rules Regarding the Donation of Leave.

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Amendment of Personnel Rule. Personnel Rule 11 PR 110 is amended to read:

11 PR 110. DONATION OF LEAVE. (a) The Manager may allow an employee to donate a maximum of 30 days or 50 percent of accrued personal leave, whichever is the lesser, provided that the donation does not reduce the employee's personal leave balance to less than 12 days.

(b) The transfer of personal leave may only be made:

(1) To an employee who is on leave without pay and whose absence from work is due to:

(A) the employee's own serious health condition,

(B) a serious health condition suffered by a member of the employee's immediate family and requiring the attendance of the employee, or

(C) the death of a member of the employee's immediate family.

(2) To a member of the immediate family of a deceased employee.

(c) Unused donated leave will be returned to the donor.

(d) Personal leave donated to another employee may not be credited toward the donor's minimum leave use requirement.

(e) Personal leave donated by an employee who is paid an hourly rate is given a cash value by multiplying the number of hours donated by the regular hourly rate of the donor. Personal leave donated by an employee who is paid a salary must be in full day increments which will be given a value as provided for in these rules.

(1) The cash value is given to the family of the deceased employee, or

(2) the cash value is divided by the regular hourly rate or the daily pay rate of the recipient and the recipient's medical leave bank is credited with that number of hours or days resulting from the calculation.

Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 4th day of October, 1999.



Dennis Egan, Mayor

Attest:



Martin J. Miller, Clerk