

## **DONATION TIME POLICY**

The Inc. Village of Ocean Beach recognizes that if an employee, their immediate family member, or a person living in their household becomes incapacitated or has a serious medical condition, the employee may need to take a significant amount of time away from work. Although employees may use their sick leave, personal time and/or sick time to provide income during this period, sometimes, such available time may be exhausted which can result in limited or no income for the employee. To assist employees in this position, the Village has created a Donation Time Policy where, in the case of a serious medical situation, a regular full-time employee (donor) may donate accrued time to an eligible employee (recipient). This time is not considered calculable towards recipient accrued time and/or eligible toward employee buyouts. Donation time is not considered charitable contributions for income tax purposes.

### **Eligibility and Criteria**

- Recipient/Donor must be exhausting all available time and make a written request to receive/donate time which must be approved by supervisor.
- An employee who is on a Leave of Absence or is receiving New York State Disability benefits, New York State Paid Family Leave, Workers' Compensation or Long Term Disability benefits is not eligible to receive donation time at the same time, as alternative forms of income are available.
- Donation time will be based on hourly wage and credited as such.