

State of Utah	REF. NR-97-B-2	PAGE 1 of 3
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 05/30/1995	
POLICIES AND PROCEDURES	REVISION DATE 01/01/2008	
SUBJECT: Leave Bank Policy		
Michael R. Styler, Executive Director		

I. PURPOSE

To provide an avenue for those employees with inadequate leave balances and who have had a catastrophic illness or accident. There may be other situations requiring use of this policy, which will be reviewed on a case-by-case basis.

II. POLICY

Employees who have suffered a personal catastrophic accident or illness (or other case-by-case situation) and whose leave benefits have been, or will be exhausted, may be eligible to use, in accordance with DHRM Rule R477-7-18, donated leave from other Department employees.

- A. Catastrophic is defined, in the context of this program, as meaning an illness, a physical condition, or an accident producing a life threatening or incapacitating situation for which extensive medical treatment or prolonged absence from work are necessary.
- B. Annual leave, excess hours, compensatory time earned by an FLSA non-exempt employee, and converted sick leave hours, in any amount, may be donated by any employee who accrues leave. Annual leave that would have been lost at the end of the year cannot be donated. Donating hours is voluntary.
- C. Donated annual leave may not be utilized until all of the receiving employee's available leave has been exhausted.
- D. Only employees of agencies with approved leave bank programs may donate annual leave to another agency with a leave bank program, if mutually agreed upon by both agencies.
- E. Leave-on-leave shall accrue when an employee uses sick leave donated to an approved leave bank program.

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- F. Donated hours may not be utilized at the same time as other income maintenance such as Worker's Compensation, Long Term Disability, etc., to obtain a total income greater than the salary normally earned by the employee.
- G. Donated leave is used by a recipient as sick leave and charged to their payroll account. Donated leave shall accrue leave-on-leave and does apply towards seniority, longevity, and salary increase eligibility.
- H. A maximum of 480 hours of donated leave hours may be utilized by an employee for any single instance. An employee must apply for Long Term Disability even if the prognosis is for less than three calendar months absence. Long Term Disability is an insurance program provided and paid for by the state. It is not the intent of the sick leave assistance program to replace Long Term Disability.
- I. Leave donated to a division only leave bank, but not used, may be returned the donor.
- J. Donated hours are not tax deductible.

III. PROCEDURES

- A. Sick leave bank requests must be in the form of a memorandum signed and approved by the employee's supervisor, the Division Director, the DNR Human Resource Director, and the DNR Executive Director. It must indicate how much time is being requested, or at least a tentative date for returning to work. If possible, a statement signed by the employee's doctor, indicating the nature of the problem, the prognosis and an estimated time of absence from work and a signed, employee statement as to the nature of the illness or accident should be attached to the requesting memorandum.

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- B. Employees donating hours, must complete a State of Utah Leave Bank Donation Form (FI11), a copy of which can be obtained from the DNR Human Resource Office.