Stoughton Wisconsin

City of Stoughton
Department of Human Resources & Risk Management
207 S Forest Street, Stoughton, WI 53589
www.ci.stoughton.wi.us
(608) 646-0272

Amy Jo Gillingham
Director

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High Level-Employee Sick Leave Donation Program First Draft

Program: Employees donate sick time into a bank for those that have exhausted their sick time bank. Question: do we include vacation bank being exhausted? The hours in the bank would not be tied to the "value" of the hours the person donates. Ex: john makes $30 an hour and donated one hour. That means there is $30 in the bank. Recommendation is that the employee donates one hour, therefore we have one hour in the bank. The program would be established as a hour for hour donation to not create an accounting and tracking burden on our HR and Accounting Staff. The bank will be based on the number of days that are available that have been donated by others.

The Sick Time Donation Bank could be broadened by allowing employees to donate vacation time to the sick leave fund on a day for day basis.

Each employee that wants to donate time may do so by filling out a donation form and sending it to HR. They can select on the form to donate to a specific person that is in need with a zero balance or to add to the general donation fund. HR will track the number of days available in the bank. If an employee would like to be considered for time from the bank, they will need to complete a Sick Leave Recipient form. If there is only one request and the bank is sufficient, the employee will receive the time from the fund, not to exceed 40(?) hours. If there are multiple requests and the request is beyond the balance in the fund, the time will be split equally between the requests.

I am looking forward to discussing this with you.