

ORANGE COUNTY LEAVE BANK

AN EMPLOYEE PROGRAM FUNDED BY EMPLOYEES AND ADMINISTERED BY ORANGE COUNTY HUMAN RESOURCES

WHAT IS IT?

The Employee Leave Bank is a pool of money donated by Orange County employees. The money is collected through donations of personal, term, or old sick leave and converted to a dollar amount.

WHAT IS IT USED FOR?

The Leave Bank provides additional leave time for an employee experiencing a catastrophic illness or injury after their own leave balances have been exhausted.

WHAT IS A CATASTROPHIC ILLNESS OR INJURY?

A serious illness/injury occurring suddenly, without warning and can be potentially life threatening. Examples: heart attack, stroke, and cancer-related surgeries, major complications resulting from an accident.

WHO APPROVES TIME FROM LEAVE BANK?

The leave bank committee, which is made up of 7 County employees from various divisions.

HOW IS TIME APPROVED?

The committee member's review requests every pay period. The medical documentation is presented to the committee in terms of case numbers; specifics about who the person is or where they work are excluded. Information is reviewed and approved/denied based on catastrophic illness/injury.

WHAT MEDICAL DOCUMENTATION IS REQUIRED?

Attending Physician Statement or a letter from the physician to include a description of the illness/injury; prognosis for recovery; current restrictions; and date of any follow-up appointment scheduled.

WHEN IS TIME APPROVED?

Leave bank requests for withdrawal are submitted for review by the committee after the employee has used their own available leave.

WHO IS ELIGIBLE?

Regular full time employees who have been with the County 6 months.

CAN LEAVE BANK BE USED FOR FAMILY MEMBER ILLNESS?

No. Leave bank time can only be requested for the catastrophic illness/injury of the employee.

WHAT OTHER RESTRICTIONS APPLY?

Leave bank time cannot be requested for a workers comp injury. Leave bank time cannot be continued after short-term or long-term disability payments begin. An employee is limited to a maximum of 200 hours per leave bank year. Leave bank time cannot be pre-approved. Leave bank time cannot be retroactive to prior pay periods.

ARE REQUESTS APPROVED BASED ON FINANCIAL NEED OR THE DEPARTMENT'S INABILITY TO PROVIDE FOR LIGHT DUTY?

No, requests are approved based on catastrophic illness/injury or life threatening situation.

2018

LEAVE BANK STATISTICS

BEGINNING BALANCE

\$18,024.²⁹

2018 DONATION DRIVE

No Donation Drive during 2017-2018

APPROVALS DURING 2017-2018 LEAVE BANK YEAR:

of employees..... 18
of hours approved..... 1,276
Dollar equivalent..... \$29,143.48

OF EMPLOYEES REQUESTING TIME IN 2017-2018: **32**

Employees not approved include those eligible for Short-Term or Long-Term Disability or did not meet criteria of catastrophic illness or injury definition.

Leave Bank details are referenced in the Orange County Policy Manual. Further information and applicable forms can be obtained from:

OrangeNet Intranet, County Internet on the Other Employee Benefits page, Or your HR Service Center Fax the completed forms to 407-836-5369 Attn: Leave Bank

LEAVE BANK REQUEST FOR WITHDRAWAL

- Employee must complete request for withdrawal form.
- Employee must obtain a letter from physician describing illness/injury, prognosis for recovery, restrictions, and next follow-up appointment.
- Employee must submit all information to the Human Resources Department.
- Requests can be submitted as early as possible. Requests will be held and presented at the time an employee uses all their own leave. Requests received after the committee has met will be considered the following pay period, but retroactive payments will not be made.
- There are no exceptions to retroactive payments or pre-approvals.
- Employees will receive written documentation regarding approval/denials within 5 days after the committee meeting.
- The contact person for the department will be notified of approvals and how/what to record on payroll transmittals.
- Employees approved for leave bank time will get their paycheck as normal; there are no special checks for leave bank time.

LEAVE BANK DONATIONS

- Donations can only be made during a donation drive.
- Regular full time employees employed 6 months or longer, can donate leave from personal, term, or old sick balances.
- Donations must be a minimum of 8 hours, in whole hour increments.
- Donations are deducted from employee leave balances and the corresponding dollar value is added to the leave bank balance.
- Donations **CANNOT** be made directly from one employee to another designated employee.
- Donations **CANNOT** be accepted at any time other than the designated donation drive.
- A special donation drive could be requested and held if the leave bank balance drops below a minimum requirement.
- Donations do not guarantee leave bank approval; approvals are based strictly on catastrophic illness/injury.

