

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 91 (R)

JULY 08, 2021

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: LEAVE DONATION PROCEDURES

I. PURPOSE

This memorandum amends the procedures and guidelines for the donation of leave from one employee to another, including the donation of annual leave.

II. POLICY

An employee may donate annual and/or sick leave to another employee to be added to the recipient's sick leave balance, only if the recipient employee is suffering from an illness or injury that prevents the employee from performing their job. The illness or injury does not have to be catastrophic in nature. Leave may be donated for an incapacitation resulting from pregnancy.

Donated annual leave may be added to a recipient's annual leave balance in instances where an employee must care for an immediate family member due to a serious health condition.

Donation of leave must be strictly voluntary. Employees are not to be coerced in any manner whatsoever into donating leave.

Appointing authorities shall carefully review all requests for leave donation and approve only those requests that meet the criteria of this policy memorandum and the Civil Service Rules. When receiving leave donation requests, appointing authorities shall consider the requesting employee's past sick leave use.

III. PROCEDURE

- a. An employee requesting a donation of leave must submit a completed leave donation form for each employee who is donating leave to the recipient.
- b. Classified recipient employees must submit the form designated for the classified service. The civil service status (classified or unclassified) of the leave recipient determines the form to be used. The status of the donor is irrelevant.
- c. All requests for leave donations due to the employee's own illness must be accompanied by a doctor's statement providing a diagnosis of the illness or injury and an estimate of the amount of time an employee will need to recuperate before returning to work. If of a confidential nature, the employee must substitute a statement from the doctor indicating that because of illness or injury, the employee is incapacitated and cannot report to work to perform the job. This statement must also provide an estimate of recuperation time needed before returning to work.
- d. All requests for leave due to a serious health condition of an immediate family member must be accompanied by appropriate medical documentation.
- e. Leave donation forms must be fully completed and signed by the appropriate appointing authorities. Before processing requests to donate sick leave, the appointing authority of the donation recipient shall ensure that the recipient has the equivalent of three weeks of sick leave or less. Once this is verified, the appointing authority can process all eligible and complete donation forms received, even if these donations would result in the recipient's overall sick leave balance exceeding three weeks. The appointing authority is not required to verify sick leave balances when processing a donation of annual leave, even when the annual leave will be converted to sick leave for the recipient. Completed forms to donate leave to a classified employee shall be submitted to the Civil Service department for final approval by the Director of Personnel. Completed forms to donate leave to an unclassified employee shall be submitted to the Chief Administrative Office for approval by the Chief Administrative Officer.
- f. Donation requests for classified employees due to their own illness will be reviewed by the Civil Service Department and donation requests for unclassified employees due to their own illness will be reviewed by the Chief Administrative Office to ensure that the recipient has at least six (6) months of consecutive service, the form is properly prepared and signed, a legitimate doctor's statement is attached, the number of days being donated is not excessive, and there are no obvious signs of abuse of the

leave donation rule evident in the donation. If the donation request does not meet the criteria of civil service rules or this policy memorandum, the request will be returned unsigned to the originating department and deemed denied.

- g. Donation requests due to the serious health condition of an immediate family member will be reviewed by Civil Service (classified recipient) or the Chief Administrative Office (unclassified recipient) to ensure that the recipient's annual leave has been exhausted prior to receipt of the donated leave. The recipient is limited to 12 weeks of such leave donations within a period of 12 consecutive months. However, additional days may be authorized by the Civil Service Commission. If the donation request does not meet criteria of civil service rules or this policy memorandum, the request will be returned unsigned to the originating department and deemed denied.
- h. Upon final approval by the Director of Personnel or the Chief Administrative Officer, copies of all donation requests will be returned to the recipient's and donor's departments. The departments must then submit leave adjustment forms to the Bureau of Accounting with a copy of the approved leave donation form attached. The Civil Service Department will keep the original leave donation forms for classified employees. The Chief Administrative Office will keep the original leave donation forms for unclassified employees.
- i. All leave donations shall be on an hour-for-hour basis, with the number of hours donated equal to the number of hours received, regardless of the daily work hours of either the donor or recipient.

IV. INQUIRIES.

Questions concerning this policy memorandum, or the civil service leave donation rule may be addressed to the Chief Administrative Office or the Civil Service Department.

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Attachments