



AGENDA ITEM: J1G

**CITY OF WAUKEE, IOWA  
CITY COUNCIL MEETING COMMUNICATION**

**MEETING DATE:** January 3, 2022

**AGENDA ITEM:** Consideration of approval of a resolution approving an amendment to the “Leave Time for Catastrophic Illness” program to include COVID-19.

**FORMAT:** Consent Agenda

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**SYNOPSIS INCLUDING PRO & CON:** The “Leave Time for Catastrophic Illness” program, approved on February 1, 2021, allows for the transfer of time from one employee to another to offset the financial impact of a serious and prolonged illness or catastrophic illness. The amendment is proposing to add COVID-19 to this program as an eligible illness for the purpose of donating accrued, unused vacation time or compensatory time to an employee eligible for sick leave donation.

**FISCAL IMPACT INCLUDING COST/BENEFIT ANALYSIS:**

**COMMISSION/BOARD/COMMITTEE COMMENT:**

**STAFF REVIEW AND COMMENT:** Staff recommends approval of the amendment to the “Leave Time for Catastrophic Illness” program, adding COVID-19 as an eligible illness for the purpose of donation of vacation time and compensatory time from one employee to another.

**RECOMMENDATION:** Approve the resolution.

**ATTACHMENTS:**

- I. Proposed resolution
- II. Leave Time Transfer for Catastrophic Illness program details

**PREPARED BY:** Michelle Lindsay

**REVIEWED BY:**

THE CITY OF WAUKEE, IOWA

RESOLUTION 2022-

AUTHORIZING AN AMENDMENT TO THE LEAVE TIME FOR CATASTROPHIC ILLNESS PROGRAM

*IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WAUKEE, IOWA*

**WHEREAS**, the City of Waukee, Dallas County, State of Iowa, is a duly organized Municipal Organization; **AND**,

**WHEREAS**, the Leave Time for Catastrophic Illness program was approved by Council on February 1, 2021; **AND**,

**WHEREAS**, an amendment to the program is being proposed to allow for the addition of COVID-19 as an eligible illness; **AND**,

**WHEREAS**, the process for transferring accrued leave time from one employee to another is outlined in a “Leave Time Transfer for Catastrophic Illness” program which would allow employees to donate accrued unused vacation time or compensatory time to an employee eligible for sick leave donation ; **AND**,

**WHEREAS**, the transfer of accrued leave time from one employee to another is intended to offset the financial impact of a serious and prolonged illness or catastrophic illness; **AND**,

**WHEREAS**, the amended “Leave Time Transfer for Catastrophic Illness” program is effective upon resolution approval.

**NOW THEREFORE BE IT RESOLVED** by the City of Waukee City Council in session this 3<sup>rd</sup> day of January 2022 that the amendment to the program is hereby.

\_\_\_\_\_  
Courtney Clarke, Mayor

Attest:

\_\_\_\_\_  
Rebecca D. Schuett, City Clerk

**RESULTS OF VOTE:**                      **AYE**                      **NAY**                      **ABSENT**                      **ABSTAIN**

Anna Bergman Pierce  
R. Charles Bottenberg  
Chris Crone  
Larry R. Lyon  
Ben Sinclair



## Leave Time Transfer for Catastrophic Illness

Transfer of time from one employee to another is intended to offset the financial impact of a serious and prolonged illness or catastrophic illness, including COVID-19. Employees who are no longer able to be at work due to being unable to perform their regularly scheduled duties, and have exhausted or are close to exhausting their accrued balances (sick, vacation, compensatory time) may be eligible for sick leave donation. An employee is eligible for sick leave donation until the employee is eligible for Long Term Disability insurance coverage and/or any retirement system disability or retirement, or other state or federal assistance.

Employees are allowed to donate accrued, unused vacation time or compensatory time to an employee eligible for sick leave donation. Requests to open the donation of time should be submitted by the sick leave donation-eligible employee's Department Director and should be submitted to the Human Resources Director for approval.

Once approved, the Human Resources Director, or their designee, will open a ten (10)-day donation period for employees to donate accrued, unused vacation and/or compensatory time to the eligible employee. Donated time will be deducted from the donating employee's accrued time bank(s) immediately. All donated time will be converted to a dollar figure (based on the donating employee's current hourly rate of pay). This dollar figure will be pooled together to create a pool of funds to be used by the eligible employee.

**Example: Employee Jane Smith donates 20 hours of vacation, at a rate of \$21.50 an hour.**

**$(20 \times \$21.50) = \$430.00$  donated**

The pooled funds would be converted to sick time at the eligible employee's current rate of pay, as needed by the eligible employee, and converted to sick time hours. Those sick time hours will be used to provide the eligible employee with his/her standard hours of pay for the needed pay cycle.

**Example: Total pool equals \$12,050. Eligible employee, John Smith, has a rate of pay of \$27.25 an hour and he needs 80 hours for this pay cycle.**

**$(\$12,050 - (\$27.25 \times 80)) = (\$12,050 - \$2,180) = \$9,870$  pooled funds remaining and \$2,180 used funds**

If the eligible employee exhausts the bank of funds and is still not able to return to his/her regular work duties, the employee's Director will be permitted to re-apply to the Human Resources Director for an additional donation period.

If the eligible employee is no longer in need of donated time, due to returning to regular duties at work, retirement or being eligible for other coverage, the un-used pool of funds will be calculated for return to those employees who had donated time.

## Leave Time Transfer for Catastrophic Illness continued

Returned hours will be calculated based on the percentage of dollars contributed by the donating employee to the total donated. That percentage will be applied to the un-used total, and then allocated back to the donating employee. These funds will then be converted back to the donated time's type (compensatory or vacation). The conversion will be done at the donating hourly rate and applied back to the donating employee's vacation accrual/compensatory time.

Example: Jane Smith donated 20 hours of vacation for \$430 or 3.6% of the total pool of \$12,050 is donated time. The un-used pool is \$2,400. Jane Smith's percentage was 3.6% of the total pool. 3.6% of \$2,400 is \$86.40. Jane's donating rate of pay was \$21.50 an hour and her returned vacation would be 4.018 hours.

$$(\$430 / \$12,050) = 3.6\%$$

$$(\$2,400 \times 3.6\%) = \$86.40$$

$$(\$86.40 / \$21.50) = 4.018 \text{ hours}$$