

EMERGENCY FRINGE POOL

Objective: To enable County employees to donate paid time off to other employees who are confronted with a family emergency.

Policy Number: 03-04

Reference: Personnel Department Effective Date: September 19, 1989

Modified Date: November 5, 2003

Policy: It is desirable to have a mechanism that enables employees to donate benefits to co-workers during times of hardship (family emergencies) and for the benefits to be administered in a fair and equitable way. Resolution #225: November 5, 2003

Procedure:

Department: Personnel Department

1. Any County employee may donate accrued vacation, compensatory/discretionary hours, personal and holiday hours to an Employee Emergency Pool by completing a form provided by the Personnel Department.
2. The Personnel Department and Comptroller shall keep track of the total hours available in the pool.
3. Requests for use of hours from the Emergency Pool shall be made to the Commissioner of Personnel, who shall make the determination.
4. Any employee may request time from the Emergency Pool under the following circumstances:
 - a. An employee who is unable to work due to medically verified personal illness and who has exhausted all available fringes. Blue Collar employees who can only receive a maximum of \$170 per week under their disability plan may request Emergency Pool funds to supplement up to their regular bi-weekly gross pay not to exceed the equivalent of 4 weeks in a calendar year.

b. An employee who is out of work due to the illness of an immediate family member (parent, spouse or child) and provides medical documentation that he/she is required to care for the family member under the provisions of the Family Medical Leave Act. The employee must have exhausted all available fringes.

c. All requests to use time from the Emergency Pool must be accompanied by a physician's documentation or no action will be taken.

5. All requests from the Emergency Pool will be contingent on the Pool balance.

6. The maximum benefit from the Emergency Pool cannot exceed the equivalent of 4 weeks regular gross pay in a calendar year.