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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

[Signature]
EXECUTIVE SECRETARY

November 21, 1994

To: Board of Directors (Organization & Personnel Committee -- Action)
From: General Manager
Subject: Employee Emergency Leave Relief Fund Policy

Report

Metropolitan provides sick leave benefits to regular employees on an accrual basis of 12 days per year. Sick leave is designed for employees to use for illnesses, injuries, and medical appointments for themselves and members of their immediate families. Occasionally, a catastrophic illness or injury may deplete an employee's accrued annual leave, sick leave, and even employer-sponsored disability leave. In such instances, the employee is left without pay for indefinite periods of time.

The Employee Emergency Leave Relief Fund (EERF) is a program designed to benefit employees who exhaust their leave balances. It features a pool of sick leave hours, donated by willing Metropolitan employees, to be made available to employees in need of additional leave time. On an annual basis the Human Resources Division will notify employees of their opportunity to donate accrued sick leave hours into the EERF pool. Should the pool of hours near depletion, Human Resources would conduct a donation campaign to replenish the pool. Detailed administration of this policy is outlined in Attachment A.

It is intended that the EERF program be cost neutral; however, the actual fiscal impact will depend on the payrates of the employees who donate hours into the pool and the payrates of the employees who utilize the program.

Recommendation

It is recommended that the Board of Directors authorize the General Manager to enact the Employee Emergency Leave Relief Fund policy and that Administrative Code Section 6230 be added to read as set forth in Attachment B.

John R. Wodraska
General Manager

Submitted by:


Izetta E. Birch
Director of Human Resources

Concur:


John R. Wodraska
General Manager

Attachments

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ATTACHMENT "A"

EMPLOYEE EMERGENCY LEAVE FUND

Administrative Procedure

1. Employee submits a request for emergency leave explaining the situation in writing and the estimated amount of required donated leave time to his or her division manager who then forwards it, with a recommendation, to the Human Resources Division.
2. The Human Resources Division reviews the request and forwards it with a recommendation to the General Manager.
3. The General Manager accepts or rejects the request.
4. If the employee's request is rejected, the Human Resources Division will notify the employee in writing, outlining the reasons for rejection.
5. If the employee's request is approved, Human Resources will notify the employee and request his or her signed release to authorize the use of appropriate information to request donations.
6. All forms will be sent to the Payroll Section in the Finance Division who will be responsible for calculating hours needed on a pay period basis.
7. At no point in time will the leave bank for the recipient employee exceed the maximum accrual allowed per the accrual for his or her classification.
8. Hours will be treated as a permanent transfer for which donors will not be compensated or taxed. When used by the recipient, hours will be paid at the recipient's current rate of pay and therefore will be considered taxable income for the recipient.

ATTACHMENT "B"

S 6230 Employee Leave Transfers

Employees shall be entitled to voluntarily transfer accrued leave hours to other District employees who may need such leave in certain hardship or emergency situations. The General Manager shall be responsible for establishing administrative procedures to accommodate voluntary transfers of leave time between employees under specified conditions.