

**ADMINISTRATIVE REGULATION****Vacation/Professional/Personal  
Leave Donation**Number: 2013-037Eff. Date: Sept. 30, 2013

Supersedes: \_\_\_\_\_

Date: Sept. 26, 2013City Manager Approval: \_\_\_\_\_  
**SECTION 1. PURPOSE & POLICY**

The purpose of vacation/professional/personal leave/comp time leave donation is for the benefit of those employees with minimal or no sick leave time accrued and are in need of time off for sick leave. There is a 20 hour minimum and no maximum on hours that can be donated. The time can be used for sick leave only and can be donated to any City Employee whether Full Time or Part Time.

**SECTION 2. PROCEDURE**

City Employees will be allowed to donate vacation/professional/or personal day/comp. time to another employee's sick leave at any time. There will be no request necessary from the employee in need, however request form will need to be filled out by employee that will be donating the time specifying the employee and the amount of hours they wish the time to go to and turned in to the Human Resource Office. This is relative to Section 5.14 in Personnel Policy.

**SECTION 3. ACTION NECESSARY**

The email dated 10/02/13 along with attached Administrative Regulation will serve as acknowledgement to all City Employees. All employees have access to a City email address. All employees are responsible to check their city email during work hours and are accountable for items that are sent out via email.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.