

**HIDALGO COUNTY, TEXAS
PERSONNEL POLICY MANUAL**

Procedure: SLDP.1
Page: 1 of 2
Date Authorized: 11/19/2019
Supersedes: N/A

SICK LEAVE DONOR PROGRAM POLICY

I. POLICY

The Sick Leave Donor Program allows a County employee to donate sick leave to another County employee who has exhausted all types of accrued leave due to an extended illness or injury.

II. GENERAL REQUIREMENTS

An employee is eligible to receive a sick leave donation after the employee:

- A. Has been a County employee for at least twelve (12) consecutive months;
- B. Has an extended illness or injury that causes the employee to be unable to work for more than seven (7) consecutive calendar days; and
- C. Has used all accrued annual leave, sick leave, and compensatory time.

In extenuating circumstances, the Director of Human Resources may waive the 7-day waiting period for an employee or the requirement that an employee has been an employee for at least twelve (12) consecutive months.

In any twelve (12) month period, a full time employee may receive up to 720 hours of donated leave and a part-time employee may receive a prorated amount of donated leave.

III. INELIGIBILITY

An employee is not eligible to receive a leave donation:

- A. If the employee resigns or is separated from County employment.
- B. During a period of suspension; or
- C. During a leave of absence that is unrelated to an extended illness or injury.

An employee who is eligible for, or is currently receiving, disability leave or another benefit under a County or State program that provides income maintenance payments for illness or injury is not eligible to receive a sick leave donation. However, if the benefit from the County or State program is for medical expenses and not compensation for lost wages the employee may receive a sick leave donation.

IV. ELIGIBILITY REQUIREMENTS TO DONATE LEAVE

An employee must keep a minimum balance of sick leave after donating leave:

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Procedure:	SLDP.1
Page:	2 of 2
Date Authorized:	11/19/2019
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- A. Full-time employee – 80 hours
- B. Part-time employee who works forty or more hours per pay period – 40 hours
- C. Part-time employee who works less than 40 hours per pay period – a pro-rated amount

An employee must not donate leave after giving oral or written notice or retirement or resignation or receiving written notice of separation from County employment.