
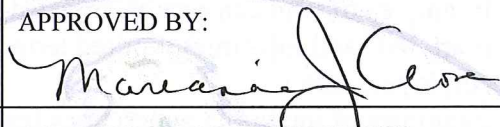
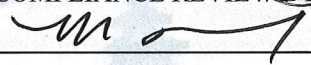



ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Donation of Hours for Medical Emergency	ORIGINATION DATE: 2/24/2000 REVISION DATE: 12/18/2015 EFFECTIVE DATE: Upon Last Signature
AUTHOR: HRD/Central Accounting	APPROVED BY: 	DATE: 03/28/16
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DIVISION: Employment & Compensation Manager	APPROVED BY: 	DATE: 3/28/16
EEO REFERENCE NUMBER: 2065	COMPLIANCE REVIEW BY: EEO 	DATE: 3/25/16
PAGE NO: 1 of 2	APPROVED BY: HRD Area Manager 	DATE: 3/21/16

1.0 PURPOSE

- 1.1 To establish rules and a process for employees to donate vacation and/or personal time from their unused balance to co-workers having a Medical Emergency.
- 1.2 Donations for situations outside of Medical Emergency as defined in this work standard are not allowable.

2.0 DEFINITIONS

- 2.1 **Medical Emergency:** a medical condition of the employee or Immediate Family of the employee that will require Prolonged Absence of the employee from duty.
- 2.2 **Medical Provider:** A provider who may provide certification of a serious health condition that includes:
 - 2.2.1 Doctors of medicine or osteopathy, Podiatrists, Dentists, Clinical Physician Assistants, and Clinical Social Worker. This list is not all inclusive. Other types of Medical Providers may qualify.
- 2.3 **Prolonged Absence:** A period of time of more than three consecutive days.
- 2.4 **Intermittent Absence:** Time off from work which occurs at irregular intervals, not continuous or ongoing.
- 2.5 **Immediate Family:** Husband, Wife, Mother, Father, Son, Daughter, Brother, Sister, Grandparent, Grandchild, Great-Grandparent, Great-Grandchildren, Spouses Grandparents, Spouses Great-Grandparents, Great-Grandchildren, Son-in-law, Daughter-in-law, Mother-in-law, Father-in-law, Sister-in-law, and Brother-in-law. Immediate family also includes legally-recognized family members that establish the above relationships, such as step-parent, step-child, step-grandparent, step-great-grandparents/grandchildren, adopted child, foster child, and guardian.
- 2.6 **HR Designees:** Training & Development Director, Compensation & Hiring Director, and Equal Employment Opportunity Director.

3.0 WORK STANDARDS

- 3.1 Employees who receive vacation or personal time and have a situation which meets the definition of Medical Emergency may receive donated hours.
 - 3.1.1 Employees must provide supervisor with documentation from a Medical Provider of the Medical Emergency on the Medical Emergency Verification Form.
 - 3.1.2 Donation of hours can be initiated by any employee (receiving or donating).
- 3.2 Only employees who accrue vacation and personal time can receive or donate hours.
 - 3.2.1 Examples of who can receive donated hours include: regular status (part, half and full-time), limited term, elected officials, contract employees, etc.)
 - 3.2.2 Examples of ineligible: emergency temporary, student intern, sub-relief, youth worker, etc.)
- 3.3 Donated hours are paid at the receiving employee's wage/salary and from their business unit's budget.
- 3.4 Employee may not use more than 280 donated hours per calendar year and cannot exceed the number of hours needed for the Medical Emergency.
- 3.5 Employee may not begin using donated hours until he/she has exhausted all vacation and personal time available to cover the Medical Emergency.
- 3.6 Donated hours may only be used for Medical Emergencies.
 - 3.6.1 A comment is required in the timekeeping system verifying the use of donated time is for the identified Medical Emergency.
 - 3.6.2 If supervisor fails to add a comment verifying Medical Emergency, Time and Attendance will attempt contact with supervisor for the comment.
 - 3.6.3 If Time and Attendance does not get verifying comment from the supervisor they will delete the donated hours posted and notify the supervisor and/or employee.
- 3.7 Supervisor is responsible for collecting forms and submitting to the Human Resources Area Manager or designee.
- 3.8 Human Resources Area Manager or designee will review and approve donation request. Approval will be based upon meeting the criteria below:
 - 3.8.1 Medical Provider documentation stating the Medical Emergency and noting the Prolonged Absence.
 - 3.8.2 Combined vacation and personal time of receiving employee is currently below 20 hours.
- 3.9 Donated hours may only be used for Medical Emergency. Employee may not use donated hours for trade back for cash. Once hours are donated, donated hours may not be returned to the donor employee.
 - 3.9.1 Unused donated hours may be used for a future Medical Emergency. To be eligible to use, a new Medical Emergency Verification form must be submitted.
 - 3.9.2 Unused donated hours may be donated to another employee experiencing a Medical Emergency.
 - 3.9.3 Upon termination of employment, donated hours will not be paid out. Unused hours are surrendered.
- 3.10 Taxation will be in compliance with Internal Revenue Code.
- 3.11 Requests for donated hours may be made through the Tribe's email system,

however, may not exceed 50 employees without supervisor approval.

- 3.11.1 Request must be in compliance with the Computer Resource Ordinance.
- 3.12 All donations are voluntary.
- 3.13 Donating employees must donate a minimum of two hours.
- 3.14 There will be no "retro" donation of hours for requests that do not meet the required timelines.

4.0 PROCEDURES

(Receiving Employee or Designee)

- 4.1 Completes Medical Emergency Verification Form.
 - 4.1.1 This form will include identification of Medical Emergency and verification from Medical Provider. If the Medical Emergency is regarding Immediate Family, the relationship to the person must be identified.
 - 4.1.2 This form should provide an estimated time off for receiving employee. Example: two weeks, 12 weeks, etc.
 - 4.1.3 This form will also include the most current personal and vacation time available in Self Service.

(Donating Employee)

- 4.2 Complete Employee Donation of Hours Form.
 - 4.2.1 This will include donating employee name and employee number, receiving employee name and employee number, number of vacation hours donating and number of personal hours donating, and donating employee signature and his or her supervisor signature.

(Supervisor)

- 4.3 Submit the Employee Donation of Hours form and the Medical Emergency Verification Form to the Human Resource Area Manager or designee for approval. For consideration for the previous payroll period, the deadline is the Monday following the payroll period.
- 4.4 Designees will have access to view all employee Kronos records for current vacation/personal balances and Time & Attendance.

(Human Resources)

- 4.5 Submit approved Employee Donation of Hours Form to the Payroll Team with a copy to the supervisor by 12:00 noon the Tuesday after payroll ending day (Saturday) to be eligible for use.
 - 4.5.1 If donation of hours is denied, the forms will be returned to the supervisor.

(Supervisor)

- 4.6 Work with Time and Attendance to load donated hours for previous week.
 - 4.6.1 Record donated hours separately in the timekeeping system. Must include a comment in the timekeeping system regarding the Medical Emergency.

5.0 FORMS

- 5.1 Employee Donation of Hours Form
- 5.2 Medical Emergency Verification Form

