

CONTROLLER'S OFFICE
DONATED SICK LEAVE PROCESS

Overview

The purpose of this document is to establish a citywide process addressing the donation of leave from one employee to another.

Before an employee can receive donations of leave, the employee (or the employee's representative) must provide notice to the Citywide Payroll Division that the employee anticipates a need for donated leave. Such notice shall estimate how much donated leave the employee expects to use during the current period of anticipated absence. Should the employee need more donated leave beyond the original estimate, the employee shall provide notice of this to the Citywide Payroll Division before the employee can receive additional donations. For additional information please see [Career Service Rule 10-45 Donated Leave](#).

Process

In order to use donated leave, an employee must:

1. Have exhausted his or her accumulated compensatory time, sick leave and vacation leave or PTO, be absent from work and;
 - i Be receiving disability leave, or temporary disability benefits under the provisions of the Workers' Compensation Act. In either of these situations, the employee may only use donated leave to make up the difference between the employee's base salary, and the total of other paid leave received and the temporary disability benefits the employee is receiving;
 - ii Be receiving FMLA leave;
 - iii Be receiving interactive process leave; or
 - iv Have received written notice of a pre-disqualification meeting. The employee may use donated leave until disqualification occurs or until the end of the period in which a decision on disqualification must be issued, whichever occurs first.

or

 - i Have elected to substitute donated leave for unpaid parental involvement leave.

Employees cannot use more than six hundred (600) hours of donated leave in a calendar year.

The employee requesting donated leave shall fill-out the [Donated Sick/PTO Leave Request form](#) and return it to Citywide Payroll.

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Citywide Payroll shall verify that the employee is eligible to receive donated leave. If they are not eligible, a notice shall be sent to the employee notifying them of their ineligibility to receive donated sick leave and the reason why.

If the employee is qualified to receive donated leave Citywide Payroll shall send the form letter [Employee's Request for Donated Sick/PTO Leave](#) to the employee's HR Department.

The employee's HR Department shall send the [Employee's Request for Donated Sick/PTO Leave](#) to the employees within the Agency.

If an employee chooses to donate leave the employee shall fill-out the [Request to Donate Sick/PTO Leave Form](#) and send it to the Citywide Payroll Division.

In order for an employee to donate leave to another employee they must:

1. A Career Service employee may donate sick leave to another Career Service employee provided that the employee donating sick leave:
 - i Has been earning sick leave from the City continuously for the last five years; and
 - ii Retains a sick leave balance of at least two hundred forty (240) hours after the donation.
2. A Career Service employee may donate PTO to another Career Service employee provided that the employee donating PTO retains a PTO balance of at least eighty (80) hours after the donation.

Citywide Payroll shall verify that the employee donating leave is qualified to donate leave. If the employee is not qualified to donate leave a notice shall be sent to the employee notifying them of their ineligibility to donate leave and the reason why.

Donation of leave will be processed on a "first date received/first processed" basis. Citywide Payroll shall notify the employee who has donated the leave if their donation form has been processed. If the employee has already received the requested amount of donated leave Citywide Payroll shall notify the donor employee that their donation will not be processed.

If you have any questions related to this policy please contact Citywide Payroll at CitywideAdmin.Help@denvergov.org or 720-913-5186.