



United Public Employees of California, Local 792

Laborers' International Union of North America, AFL-CIO

"Serving Those Who Serve Our Communities"

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September 16, 2021

Fred Ryness
Board President
Burney Water District
20222 Hudson Street
Burney, CA 96013

RE: Interim Vacation Donation Policy

Dear Board President Ryness,

As the recognized employee organization for the Burney Water District (District) employees, we are writing to discuss and request that the District consider formalizing an interim policy for the donation of vacation leave. The interim policy would be in place pending a discussion between our offices regarding a more formalized policy.

In the past, District employees have been authorized to donate vacation leave to one another when an employee has exhausted their leave balances due to illness, injury or other circumstances. We believe it would be appropriate to formalize this practice in the form of a policy.

As stated above, pending the completion of a more formalized policy, we have enclosed an interim policy for such donations for your review. We are interested in completing this matter, so a current employee may access donated leave under a written policy rather than on an ad hoc basis.

We appreciate your review of this matter and are available to answer any questions you may have.

Thank you,
Ron

Enc.: Sample Interim Policy

Burney Water District Interim Vacation Donation Policy

A. Purpose

The Burney Water District recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available vacation time. To address this need, all eligible employees will be allowed to donate vacation time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

B. Duration

This policy is intended to be temporary in nature pending the completion of a formalized policy through the meet and confer process.

C. Terms

The interim policy shall include the following terms and conditions:

- i. Eligible employees shall include those or their family members as defined in MOU section 5.03, who have a serious illness or injury, which is in excess of two weeks' time. Eligible employees shall also include those, who suffer a serious financial loss due to a terrorist attack, fire, or other natural disaster, including severe damage or destruction of the employee's primary residence, regardless of whether it has been declared a major disaster or emergency.
- ii. Eligible employees may make a written request to the District Manager, or his/her designee, for donation of vacation leave.
- iii. Eligible employees must have exhausted their all leave at the time of application, or their leave will be exhausted in the next pay period.
- iv. Donated leave will be donated on an hour-for-hour basis.
- v. Employees donating time must donate a minimum of eight (8) hours.
- vi. Employees donating time must retain a minimum amount of vacation leave equal to the amount that they accrue in a calendar year.