

**SPRINGFIELD TOWNSHIP TRUSTEES  
LUCAS COUNTY, OHIO  
RESOLUTION 19-017**

**AMENDMENT TO  
LEAVE DONATION POLICY FOR SPRINGFIELD TOWNSHIP EMPLOYEES**

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The Board of Trustees of Springfield Township, Lucas County, Ohio, met in Regular Session on August 19, 2019 at 7617 Angola Road, Holland, Ohio, with the following members present:

Tom Anderson Jr.   Robert Bethel   Andrew Glenn

Tom Anderson Jr. moved the adoption of the following Resolution:

**WHEREAS**, by Resolution 18-003 dated February 20, 2018 the Board of Trustees adopted that certain Leave Donation Policy for Springfield Township Employees ("Leave Donation Policy" or "Policy"); and

**WHEREAS**, the Board of Trustees desires to amend certain provisions of the said Policy.

**NOW THEREFORE, BE IT RESOLVED** by the Springfield Township Board of Trustees, Lucas County, Ohio:

1. That the Leave Donation Policy be, and it hereby is, restated in its entirety as follows:

This Leave Donation Policy (this "Policy") applies to all employees under the appointing authority of the Springfield Township Board of Trustees.

Eligible employees may donate that employee's accrued but unused paid leave to another eligible employee who has no accrued but unused paid leave according to the terms of this Policy. "Paid leave" means sick leave, vacation leave, bereavement leave, and personal leave (if applicable). "Paid leave" does not include compensatory time.

In order to DONATE paid leave, an employee must:

1. work in the same department as the employee receiving the donated paid leave; and
2. have a balance of at least 120 hours of sick leave AFTER deducting the total donated hours. There is no minimum balance required to donate vacation, bereavement or personal time (if applicable).

In order to RECEIVE donated paid leave, an employee must:

1. work in the same department as the employee donating the donated paid leave;
2. have no accrued but unused paid leave time of the type of paid leave time being donated;
3. not be receiving workers' compensation or PERS disability benefits; and
4. not have active discipline in the employee's personnel file related to excessive use of leave, abuse of leave, unauthorized absence, or pattern use of leave.

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Donated paid leave shall be used by the employee receiving the donated paid leave only for the same purpose as the type of leave being donated (i.e. sick time used for sickness-not sick time used for vacation).

If the use of donated paid leave by an employee will result in that employee receiving more than that employee's applicable leave allowance for the type of leave being donated, any such use of the donated paid leave in excess of the receiving employee's leave allowance must be approved in advance by the employee's department head, in such department head's sole discretion for scheduling, work-force coverage and overtime considerations.

Eligibility for Family and Medical Leave (FMLA) is a separate matter and does not guarantee that an individual will be eligible to receive donated paid leave;

Employees requesting donated paid leave will complete an application and return it for review by the Administrator or Fire Chief to ensure that the donating and receiving employees are eligible and for approval by the department head if required.

An eligible employee may receive a maximum of 6 months of donated paid leave per each specific approved sick leave.

Employees using donated leave shall be considered to be in an active pay status and shall accrue sick and vacation leave and be entitled to any benefits to which they would otherwise receive. Any sick and vacation leave that is accrued must be used in the following pay period before donated leave can be used.

Donated paid leave shall never be converted into a cash benefit; it shall only be used to cover the eligible work hours that the employee receiving the donated paid leave would have regularly been scheduled to work each week. Employees who use donated paid leave will have those hours counted as absences. Donated paid leave cannot be counted as over-time, must be used as regular pay.

Participation in this Policy is strictly voluntary. No employee is to be directly solicited to donate paid leave, nor shall any employee be forced to donate paid leave. However, the Township, with the permission of the employee who is in need of donated paid leave, may inform employees of an employee's need for donated paid leave.

Donated paid leave may only be donated in eight (8) hour increments, unless otherwise authorized by the Administrator or Fire Chief.

Employees wishing to donate paid leave must complete and return the "Leave Donation Form" to the Administrator or Fire Chief, who will date stamp each form in the order it is received. Once the appropriate balances have been determined, the donated paid leave shall be used in the order in which it was donated. In the event that there are multiple donors giving more than eight (8) hours each, the donation will be taken eight (8) hours per

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person before going back and deducting in excess of eight (8) hours from any individual. The Administrator or Fire Chief shall have the authority to return all remaining donated hours equally to donors.

The maximum number of hours that may be donated by an employee is a total of 80 hours per calendar year. Leave that has been donated and used may not be returned to the donor, and the donor is not entitled to any compensation for the donated leave. Any donated but unused leave shall be returned to the donor.

Any leave utilized under this policy shall run concurrent with any Family and Medical Leave Act leave of absence.

2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

Andrew Glenn seconded the motion and roll was called on the question of its adoption.

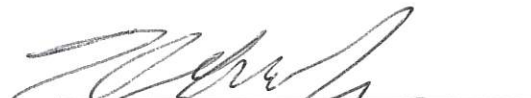

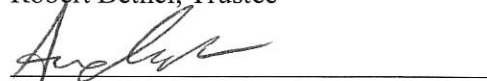
Vote was as follows:

<u>NAME</u>	<u>VOTE</u>
Tom Anderson Jr.	YES
Robert Bethel	YES
Andrew Glenn	YES

**ATTEST:**



Barbara Dietze, Fiscal Officer  
August 19, 2019 Regular Trustee Meeting

  
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Tom Anderson Jr., Trustee  
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Robert Bethel, Trustee  
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Andrew Glenn, Trustee