

MILITARY DONATED LEAVE PROGRAM

In support of City employees on active military duty the Human Resources Department administers a donated leave program. The program provides a means for employees to financially assist other employees on military leave whose rate of pay while on active duty is less than what they earn in base wages as a City of Salem employee. Donated leave is used to bridge the difference between the employee's base rate of their City position and the amount of pay the employee receives while on military leave. Recipients of donated leave may not receive more compensation than they would have earned had they not been on military leave. This program does not apply to routine training or other similar activities of the National Guard or the military reserves.

- A. **PARTICIPATION.** Any City of Salem employees with career status on active duty military leave, whether voluntary or involuntary may request to receive donated leave. Participants may elect to receive money from a pool of donated hours, or from donations individually specified to the participant. The employee on military leave must provide documentation of the rate of pay the employee will receive for the anticipated duration of the military leave, including any differentials or special pay; and the date the employee expects to be released from active duty. Donated leave may not be used to compensate employees between the time they are released from active duty until the time they report back to work or terminate employment.
- B. **DONATION.** Employees may donate accrued vacation hours, holiday hours or compensatory time hours to a Military Leave Donation pool or to a specific individual. Donors must sign a declaration that their donation is voluntary, intended as a gift and has been made without coercion, compensation or for other consideration. Donations are irrevocable.
- C. **COMPUTATION.** The dollar value of donated leave hours will be calculated by multiplying the donor's base hourly rate of pay times the number of hours donated. When time is donated to a recipient, the number of hours awarded will be multiplied by the recipient's hourly rate to determine the dollar amount that will be subtracted from the donation pool. As funds are available, participants will receive a payment on a bi-weekly basis for an amount up to the difference between their gross military pay and their regular gross base pay as a City employee, less any applicable deductions and withholdings. Payments made under this policy will be reported to the appropriate taxing authorities.
- D. **LIMITS ON DONATED LEAVE.** The maximum donated leave an employee on military leave may receive is the equivalent of the difference between what the employee earns from the City and what the employee earns while on military leave for up to eighteen (18) months of work.

E. NOTICE TO RECEIVE DONATIONS. The Human Resources Department will, at the recipient's request, post notification citywide that the employee is eligible to receive voluntary donations.