

Introduced by: City Manager
Date: February 28, 2017
Public Hearing: March 14, 2017
Action: Adopted
Vote: Unanimous

Yes:	No:
Best	
Carrington	
Combs	
DeVries	
Fuller	
Hanson	
LaFrance	

CITY OF PALMER, ALASKA

Ordinance No. 17-004

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Sections 4.30.100 Personal Leave Donations

WHEREAS, the current language in section 4.30.100 does not address use or definitions of conditions for use of leave donations and;

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. Palmer Municipal Code Section 4.30.100 is hereby amended to read as follows (new language is underlined and deleted language is stricken):


4.30.100 Personal leave donations.

- A. Personal leave contributions. On a volunteer basis, an employee may contribute personal leave in an hourly dollar exchange to an employee who has encountered a long-term illness and is need of personal leave.
- B. Long term illness defined. A long-term illness is defined as a medical condition involving either the employee or the employee's family member and:
 - 1. Requires the employee to be absent from work for a prolonged period of two or more weeks; and
 - 2. Results in a loss of income because of the employee's lack of available accrued leave.
- C. Requests for leave donations must be in writing.
 - 1. To be considered a leave recipient, the employee shall submit a written request to human resources stating the reason why leave is needed.
- D. Use of donated leave. The employee may only use donated leave for the purposes related to the medical condition for which the leave recipient was originally approved.
- E. Employee leave donations.
 - 1. The city's leave donation form must be completed by the employee donating leave.
 - 2. The form must be submitted to human resources.

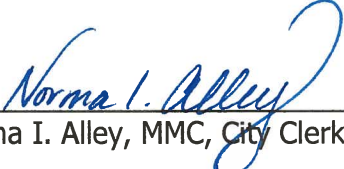
3. The form will be approved or denied by the city manager.
 4. Employees are prohibited from requesting leave donations from other employees.
- F. Unused donated leave. All unused donated leave will be returned to the leave donor(s) when the employee returns to work or medical condition ends.

Section 4. Effective Date. Ordinance No. 17-004 shall take effect upon adoption by the City of Palmer City Council.

Adopted this 14th day of March, 2017.



Edna B. DeVries, Mayor



Norma I. Alley, MMC, City Clerk