



CITY OF NORTHAMPTON, MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

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HUMAN RESOURCES DEPARTMENT REGULATION

NUMBER 600-2A

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CONTRIBUTING VACATION LEAVE IN HARDSHIP CASES ("Hardship Leave")

1. Policy

It is the policy of the City and School Department to extend vacation leave to an eligible employee who, because of extenuating circumstances resulting in financial hardship, has exhausted his/her vacation, personal and compensatory leave and has gone into or will go into a non-pay status.

2. Applicability

City and School Department employees who earn vacation leave credits and who have been employed one year or more are covered by this regulation. Excluded are elected officials and employees on workers' compensation.

3. General

The amount of vacation leave available will depend on the donation of vacation leave by fellow employees. Total amount of leave any employee may receive per incident under this program is 200 hours if on a forty hour per week schedule or 175 hours if on a thirty-five hour per week schedule. All other weekly schedules will be calculated on an average work week and pro-rated accordingly.

NOTE: Employees who receive or donate vacation time, and who are not covered by a carry-over provision for vacation, that donated time must be used within the calendar year the vacation was earned.

4. Review Committee

The Committee appointed to review requests for extended sick leave shall also act on requests received for hardship cases.

5. Procedure

A. An employee who has used his/her vacation and other forms of leave prudently and who faces a financial hardship may submit a request in writing for additional vacation leave ("hardship leave") through his/her Department Head, Business Manager, or Assistant Superintendent who will forward it to the Committee with a recommendation. If deemed necessary, the Committee may seek further documentation supporting the request and/or request the employee and/or his/her Department Head, Business Manager, or Associate Superintendent to appear before the Committee to provide further information.

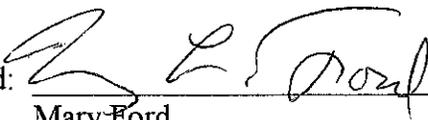
If the Committee approves the request, an appeal will be made for vacation leave donations first to the employee's own department and then outside that department. Benefits will be applied as determined by the Committee. The Committee's decision shall be final.

B. An employee may voluntarily contribute vacation leave by signing a statement indicating the amount of leave being contributed and forwarding it to the Review Committee.

C. While on "hardship leave", the employee's vacation and sick leave accruals shall be charged against his/her absence if appropriate.

D. Leave contributed but not used will be returned to the donor(s) on a pro rata basis.

NOTE: This leave may not be requested or taken in conjunction with any other donated leave program, City or otherwise.

Approved: 
Mary Ford
Mayor


Donald R. Teres
Human Resources Director

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