

SECTION 15 BENEFITS

15.3 Voluntary Time Bank

Santa Cruz County Regional Transportation Commission Employees may donate accumulated annual leave, vacation leave or administrative leave to a time bank for distribution to aid another employee who is unable to work due to personal illness, illness of family member, crisis or natural disaster.

- A. To establish a time bank an employee shall provide verification of his/her (or immediate family member's) illness, injury or crisis and must have exhausted any accrued leave.
- B. Only the employee for whom a time bank has been established may receive leave credits from the time bank.
- C. An employee may not donate leave hours which would reduce his/her accrued leave hours to less than 80 hours.
- D. Time bank donations shall be voluntary and confidential
- E. Donated leave shall be changed to its cash value then credited to the recipient in equivalent hours (at the recipient's base hourly rate) of annual leave.
- F. Time bank donations shall be irreversible. Should the person receiving the donated leave not use all donated leave for the personal illness or crisis, any balance will remain with that person.
- G. Time bank donations must be in increments of 4 hours or more.
- H. The use of leave credits from a time bank shall be in consecutive one shift increments (e.g., 8 hours for a full-time employee working five eight hour days a week).
- I. The use of time bank credits may be for a maximum of twelve (12) continuous months for any one personal illness or crisis.