

Donated Leave for COVID-19

All employees who accrue sick and annual leave are eligible to request Donated Leave for COVID-19, regardless of whether they have met the 90-day qualifying period for use of sick leave or the six-month qualifying period for use of annual leave.

Donated Leave for COVID-19 can be made for either of the following reasons:

- Employee is unable to attend work due to personally exhibiting symptoms of COVID-19 as defined in the [Employee Health Self-Assessment Form](#);
- Employee is unable to attend work due to testing positive for COVID-19;
Employee is unable to attend work due to being named as a close contact by the City of Missoula or the Missoula City/County Health Department that results in a recommended isolation or quarantine.

Eligibility to Receive

To be eligible to receive Donated Leave for COVID-19, an employee must:

- have a qualifying reason listed above;
- have fewer than 80 hours of accrued leave (annual, sick, and compensatory time) available for use. Hours are pro-rated for part-time employees; AND
- must not be in a leave without pay status granted for a reason other than extended illness.

An employee may receive up to 240 hours of total donated leave during a 12-month period. This includes COVID-19 Leave and other donated leave combined.

Eligibility to Donate

To be eligible to donate leave, an employee must have a minimum balance of 160 hours combined of sick and annual leave remaining after their contribution. Minimum leave balances will be prorated for part-time employees.

An employee may contribute up to 120 hours of leave during the calendar year for COVID-19 Leave and other donated leave combined.

Request for Leave Procedure

Donations of leave for COVID-19 will be administered by the Human Resources Department.

Requests will be submitted to the Human Resources Department using the form found on the City's Human Resources Department's webpage found [HERE](#).

Human Resources will send a request for donated leave to the Department Only or City Wide depending on the request of an employee seeking such leave. No employee may coerce any other person to donate leave for purposes of COVID-19 or otherwise.

Contributing Leave Upon Request

Employees wishing to donate will complete the Donated Leave form found on the Human Resources Department website found [HERE](#).

Human Resources will accept donated leave up to the maximum amount allowed per policy and will then deny any additional Donated Leave contribution forms submitted. Donated leave will be removed from the contributing employee's accrual balance when the receiving employee uses the leave. It is up to the donating employee to keep track of these potentially unavailable hours. Any unused donated leave will be returned to contributing employee on a pro-rated basis, calculated on the percentage of total hours donated. Contributing employees should assume all hours donated as being forfeited until further notice.