

County Council of Beaufort County
Employee Services Department
P.O. Drawer 1228
Beaufort, SC 29901
Ph. (843) 255-2990

Memorandum

To: All Elected Officials, Division Directors, and Department Directors
From: Suzanne Gregory, Employee Services Director
Date: 12/28/2017
Re: **Important information regarding the 2018 EELTB (Leave Bank) program enrollment**

Attached to this memo is a copy of the Beaufort County EELTB (Leave Bank) Policy (as revised in the new personnel handbook effective August 1, 2016), a memo to all eligible County employees, and copies of the leave bank donation form.

Please post the attached memo, EELTB policy, and EELTB donation forms in a conspicuous area in your department immediately. A county-wide email will be sent on December 28th announcing the enrollment period and informing employees that information pertaining to enrollment can be obtained in their respective departments.

All forms must be completed and received in the Employee Services Office by the close of business (5PM) on Friday, January 12, 2018. Forms received after this date/time will be considered INELIGIBLE - No Exceptions.

Thank you in advance for your assistance in making the program information available to your employees.

Beaufort County
Employee Emergency Leave Transfer Bank (EELTB)
(As revised August 1, 2016)

Purpose: Provide a program that allows county employees to donate a specified number of accrued paid leave time hours to an emergency leave bank. Full-time county employees who have experienced a personal or immediate family medical or other hardship emergency situation may share in this bank. The emergency must necessitate the employee's absence for a **prolonged period of time** and result in a **substantial loss of income** due to the unavailability of any paid leave time.

Creation of the Leave Bank: The transfer of leave to the bank by the employee will occur on an annual basis. Beaufort County employees may donate from their accrued leave time account. The annual minimum for transfer of donated leave time is 8 (eight) hours. This donation of time is strictly voluntary.

Definitions	Leave Donor	a Beaufort County employee who has voluntarily, in writing, authorized a transfer of 8 (eight) hours or more of personal leave time to the EELTB.
	Leave Recipient	A full time Beaufort County employee who has experienced a personal or immediate family medical or hardship emergency situation and has been approved to receive paid leave time from the emergency leave transfer bank.
	Personal Emergency	An emergency situation that requires an employee's absence from duty for a prolonged period of time and that is anticipated to result in a substantial loss of personal income due to the unavailability of any form of paid leave time. A catastrophic and debilitating personal or immediate family medical situation, severely complicated disability, severe accident case or an illness of a terminal nature – any of which requires a sustained recuperative medical period. Planned surgeries, elective surgeries or normal pregnancies, etc., do not constitute a personal emergency.

Immediate Family
Member

A spouse or minor child for whom the employee has the legal custody and care.

Employee Eligibility for EELTB:

- a. Must be a regular full time employee of Beaufort County with **12** continuous months of service and have a minimum of **40** hours PLT on December 31 of each year, and donate a minimum of **8 (eight)** hours or more of personal leave time during the annually designated donation period for the indicated year.
- b. County employees eligible for other paid benefits during their extended absence from work are ineligible to receive donated leave time from the EELTB unless they sign a waiver attesting to the fact that they will not file for other benefits while receiving EELTB benefits. Examples of other paid benefits may include, but are not limited to accrued paid leave, Worker's Compensation, short and long term disability and disability retirement benefits.
- c. Employees actively receiving leave donations from the EELTB may have their eligibility requirements waived until such time as they have been returned to full time employment with Beaufort County. Once this employee has accrued sufficient leave time equal to the hours necessary for continued plan eligibility then the employee's leave account may be drafted and he/she will have satisfied the conditions for the current eligibility year.
- d. Unused portions of donated leave time to an EELTB recipient cannot be used to satisfy annual eligibility requirements.
- e. All paid personal leave, disability leave, and/or compensatory time must be utilized before an eligible employee may receive leave from the transfer bank.
- f. The maximum annual amount of transferred leave time an employee may withdraw from the EELTB is a total of **240** hours.
- g. Leave time received from the transfer bank is granted in increments of 2 (two) weeks at a time and the employee should provide a physician's statement before leave bank time is authorized. The County limits the total hours received by an employee for the duration of employment to **480** hours. Any unused donation not utilized by an employee is credited back to the EELTB.
- h. Donated leave time, duly authorized to be transferred to the EELTB, is not restored or returned to the donor.

- i. When the County employs family members, they may not simultaneously benefit from leave bank time for the same emergency or hardship.
- j. An employee receiving donated leave time from the EELTB does not accrue leave.
- k. All requests for receiving emergency leave time must be first approved by the EELTB Committee and then receive final approval from the County Administrator.

The EELTB Committee will consist of five (5) members serving for a period of 5 months. Each month a different member of the committee will serve as Chairman. The committee's members will be assigned from an alphabetical list of departments (maintained by the Employee Services Director and begin with the letter "A"). The department will select (in any manner they choose) the department representative to serve on this committee. The committee will only meet in the first week of the first month of any rotation unless a request for leave is made. This request should be in writing to the Director of Employee Services for referral to the committee.

The County Administrator or his designee(s) constitutes the final authority over all matters pertaining to Beaufort County's EELTB.

- l. An employee receiving benefits in accordance with this policy does not acquire any rights – including job restoration – greater than those to which he/she is entitled under the Family and Medical Leave Act or any County policy.

Documentation:

The following forms can be obtained from Employee Services and completed documents must be submitted to Employee Services to be considered for EELTB hours:

- a. EELTB Donation Request Form
- b. EELTB Physician's Statement (to be completed by attending physician)
- c. "Other Benefits" waiver if applicable

Incomplete paperwork will not be considered.

If hours are exhausted in the Leave Bank, no further requests will be considered until the bank is replenished during the annual donation period (or special donation period if approved by County Administration).

County Council reserves the right to change any and all policies, benefits, and procedures at any time



COUNTY COUNCIL OF BEAUFORT COUNTY

Employee Services Department

Post Office Drawer 1228

Beaufort, South Carolina 29901-1228

Phone: (843) 255-2990 Fax: (843) 255-9484

MEMORANDUM

TO: All Benefits-Eligible County Employees

FROM: Suzanne Gregory, Employee Services Director

DATE: December 29, 2017

SUBJ.: 2018 Employee Emergency Leave Transfer Bank (EELTB)

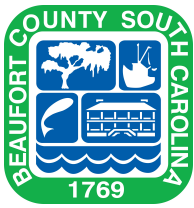
The opportunity is here again for those employees who wish to participate in the Employee Emergency Leave Transfer Bank (EELTB) Program. This program allows eligible full-time county employees to donate a specified number of accrued leave time hours from their Personal Leave Account to a bank where those employees who have no leave available can draw needed time. The program gives employees a safety net for up to **6** weeks (240 hrs) of paid leave during a personal emergency or other hardship emergency situations.

To participate in this program, you must be a regular full-time employee with **12** continuous months of service and have a minimum of **40** accrued leave hours in your Personal Leave Account as of December 31, 2017. To qualify for the 2018 calendar year, you must donate at least eight (**8**) hours of your accumulated personal leave to the program. **Please see page 72 of the Employee Personnel Handbook for details on the EELTB Program.**

The EELTB Enrollment Period for 2018 will begin December 28, 2017, and end on January 12, 2018. **If you are interested in participating, please complete the attached Donation Request Form and return it to the Employee Services Division by the close of business on January 12, 2018. Forms received after this date will be considered INELIGIBLE.**

If you have any questions, please feel free to contact the Employee Services Department at ext. 2990.

Enclosure



**Beaufort County Council
Employee Emergency Leave Transfer Bank**

Rec'd. by	_____
<i>Employee Services</i>	_____
Date:	_____
Time:	_____
Initial:	_____

DONATION REQUEST FORM

Name of Employee: _____ Date: _____

Employee Number: _____ Contact Number: _____

Employee's Job Title: _____

Department: _____

Please indicate the total number of personal leave hours you wish to donate:
_____ # of Hours for 2018 annual enrollment (must donate a minimum of 8 hours for eligibility)

Employee Statement:

I hereby voluntarily request and authorize the Beaufort County Employee Services Department to deduct the above listed number of accrued leave hours from my account balance and transfer them as a personal donation to the Beaufort County Employee Emergency Leave Transfer Bank (EELTB). I understand that I must have completed at least one (1) year of service and that I must have a minimum balance of 40 hours in my PLT account as of December 31st to be eligible to donate. **I have read the EELTB policy and understand the rules governing the donation of leave hours to the EELTB.**

Signature of Employee

Date

DEADLINE TO SUBMIT DONATION FORMS: 1/12/2018 BY CLOSE OF BUSINESS (5PM). FORMS RECEIVED AFTER THIS DATE AND TIME WILL BE CONSIDERED INELIGIBLE!

For Employee Services Department Only: Employee's total number of available PLT hours as of December 31, 2017	<input type="text"/> Personal Leave
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