

## Time Bank Policy

A "Time Bank" would be established to accumulate leave for the benefit of another employee who is unable to work due to an illness, injury or life changing event and has exhausted all previously earned paid leave.

- Donations
  - Town employees may voluntarily donate accumulated vacation/personal day leave "leave" to be used for the benefit of another employee.
    - The open period of donation shall be January 1 thru January 30 annually.
    - Donation of time cannot be donated by an employee that they would then have less than 2 weeks of "leave".
    - Exception for first year: donation open period shall be June 1 – June 30 and 1 week must be remaining in employee "leave" time in order to donate.
  - Vacation leave that is unable to be carried over (40 hour maximum allowed for carry over) will be added to the "time bank". For year 1, the equivalent balance of the 2013 dollars will be paid from 2013 appropriate salary line items for the department who the employee's specifically work for and ongoing by December 31, the appropriate balancing to be done for that annual period.
  - Donations of paid leave shall be deducted from an employee's accumulated paid leave account on an hourly basis and transferred into the "Time Bank" on a value of hourly rate of the employee who donates rate.
  - The use of donated leave time shall not serve to change any existing conditions of employment or extend an employee's tenure in a position. Example: Termination policy would take back personal days not accrued.
  - Permanent part time employees who earn leave are eligible to receive leave. Never would the employee be able to receive more hours in a week than regularly paid.
- Receiving Time
  - An eligible employee, his designee or department head shall submit a request in writing to the "Time Bank Board" that includes evidence of illness, disability or life changing event. The employee or designee shall deliver the application to the Town Manager.
  - Maximum Coverage -No member shall be eligible to receive more than 80 hours of "leave" per request. Additional requests for 80 hours each can be made. In determining whether or not to grant additional requests, total balance in "Time Bank" shall be considered.
  - Employees may apply for assistance from the "Time Bank" only for their own illness, injury or life changing event after they have exhausted all accrued time of their own leave of any kind.
- Eligibility: All Town of Sunapee employees who accrue leave of any kind are eligible with the exception of an employee who is in a probationary status (first 6 months).
- Governing Board: The "Time Bank Board" shall include the Town Manager, and 2 employees appointed by the Town Manager (one from labor and one from management), The Town Manager will cast his or her vote only in the event of a tie. The "Time Bank Board" has authority to approve or deny applications. Decisions shall be made within 10 days of request and in writing to the applicant.
- Appeals: Any applicant aggrieved by the "Time Bank Board" decision shall be presented to the Board of Selectmen in writing to be heard at the next Selectmen meeting, with any decision of the Selectmen no later than the next scheduled meeting.

Budgeting considerations: "Time Bank" time will be accumulated in dollars. The dollars when transferred will represent an amount equal to the receiving employee's hourly wage. The town expenses for NH retirement/social security etc will be charged to the recipient department appropriate budget lines. The employee expenses will be paid as normal from the employee's weekly paycheck.