

Voluntary Time-Bank

348.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines regarding the Voluntary Time-Bank program for catastrophic illness or injury to an employee or their immediate family member. This policy applies to all eligible employees.

348.2 AUTHORITY AND REFERENCES

- Memorandums of Understanding (MOU);
- Management Resolution.

348.3 POLICY

Participation in the Voluntary Time-Bank shall be in accordance with the provisions of the applicable Memorandum of Understanding or Management Resolution.

MOUs and the Management Resolution are available on the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Relations/MOUs-Resolutions-and-Ordinances>.

348.4 ESTABLISHMENT OF A VOLUNTARY TIME-BANK

Only the Chief Probation Officer or designee, upon concurrence from County Human Resources, may request establishment of a Time-Bank for an employee within the department who is suffering financial hardship due to a catastrophic illness or injury. County Human Resources will establish and operate the approved Time-Bank.

For information related to establishing a Time-Bank, refer to the Voluntary Time-Bank Guidelines, which are available on the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Support/Employee-Services>.

Participation by the employee in the Time-Bank program will require the employee or designee to sign the Request for Establishment of a Voluntary Time-Bank Form, available at: <http://www.rc-hr.com/HR-Services/Employee-Support/Employee-Services>. This will allow County Human Resources to secure medical condition information and to distribute the request for time donations.

Application for a Voluntary Time-Bank does not release an employee from their obligation to seek and obtain an approved leave of absence in accordance with the language set forth in the applicable Memorandum of Understanding or Management Resolution.

348.5 DONATIONS TO A VOLUNTARY TIME-BANK

- (a) Any employee may donate vacation, holiday accrual, or annual leave to a Voluntary Time-Bank. Sick leave and compensatory time may not be donated.

Riverside County Probation Department

Policy Manual

Voluntary Time-Bank

- (b) The donation of leave hours is irreversible once the hours are transferred to the recipient.
- (c) Employees will use the Time-Bank Donation Form to submit donations directly to County Human Resources. For comprehensive information regarding donating to a Voluntary Time-Bank, refer to the Voluntary Time-Bank Donation Form, located at: <http://www.rc-hr.com/HR-Services/Employee-Support/Employee-Services>.

Date(s) revised: 12/13/2018

Created: 06/01/1992

Attachments: None