

Reference:	Title:
State of Nebraska Catastrophic Illness Donation Program	Catastrophic Leave Donation Policy
Supersedes Personnel Policy Bulletin 2016-4 & 2016-3	

I. PURPOSE

The Catastrophic Leave Donation Program allows eligible City employees to voluntarily donate accrued vacation leave or Personal Convenience Holidays to another eligible employee who has exhausted all available paid leave due to a catastrophic illness affecting the employee or the employee's spouse or child.

The program is intended to provide temporary assistance during extraordinary medical circumstances and does not create an entitlement to leave or continued employment.

II. DEFINITIONS

- A. Catastrophic Illness:** Extraordinary medical circumstance requiring extensive medical treatment or recovery that results in the exhaustion of all City-provided paid leave and requires the employee to be absent from work for at least one full workweek based on the employee's regular schedule.
- B. Donor Employee:** An eligible employee who voluntarily donates accrued leave under this policy.
- C. Extraordinary Medical Circumstance:** A severe medical condition or injury that requires significant medical intervention, extended recovery, or ongoing treatment, and that renders the employee or the employee's spouse or child unable to work for a prolonged period of time. These circumstances are typically characterized by hospitalization, surgery, intensive treatment, or similarly serious conditions and are not inclusive of routine, intermittent, or short-duration conditions that can be managed without extended absence from work.
- D. Recipient Employee:** An eligible employee approved to receive donated leave under this policy.

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III. ELIGIBILITY

1. Regular classified employees.
2. Temporary, seasonal, on-call employees, interns, administrative assistants to elected officials, and department heads are not eligible.

IV. PROVISIONS

- A. Participation in the catastrophic leave donations program is voluntary.
- B. Leave donations are irrevocable once processed.
- C. Leave may not be solicited or exchanged for anything of value.
- D. Donated leave is transferred hour-for-hour into the recipient employee's sick leave balance and may be used only for the approved catastrophic illness or injury.
- E. A recipient employee may receive up to 1,040 hours of donated leave during any rolling twelve-month period measured from the date the requests are approved.
- F. Donated leave does not extend the maximum period of leave otherwise permitted under the City's FMLA, ADA, or Leave of absence without pay provisions.
- G. When applicable, donated leave will run concurrently with leave designated under the Family and Medical Leave Act (FMLA).
- H. Unused donated leave remains with the recipient employee.
- I. The City may require medical verification at any time to confirm continued eligibility.

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V. PROCEDURES

A. Recipient Eligibility: An employee may receive donated leave only when all the following conditions are met.

1. The employee or the employee's spouse or child has a catastrophic illness.
2. The employee has exhausted all paid leave including sick leave, vacation, and Personal Convenience Holidays.
3. The employee provides medical documentation satisfactorily to the City verifying the catastrophic condition and the need for the employee's absence.
4. When the condition involves a spouse or child, eligibility applies only during periods when the employee's presence is required.
5. The Catastrophic Illness Donation Request Form is submitted and approved by the department head and Human Resources Director.
6. The employee receiving the donation, or anyone acting on their behalf, may not solicit, request, or encourage leave donations from others, nor accept anything of value in return for a donation.

B. Donor Eligibility: An employee donating leave must meet the following conditions:

1. Have at least eighty (80) hours of accrued vacation leave after the donation is processed.
2. May donate Vacation leave or Personal Convenience Holidays in hourly increments.
3. May not solicit or accept anything of value in exchange for the donation.

C. Administration:

1. Donated leave will be credited to the recipient employee on a biweekly payroll basis.
2. Human Resources will monitor donated leave balances and usage.
3. While receiving donated leave, the recipient employee continues to accrue leave in accordance with applicable policies and union contracts.

**Human Resources Policy Bulletin
City of Lincoln**

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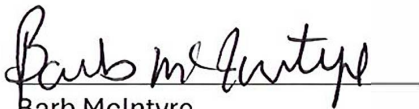
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4. Any newly accrued leave must be used before additional donated leave is applied.
5. Employees may not receive more than 1,040 hours of donated leave within a rolling twelve (12) month period measured from date of approval.

D. Case Closure:

1. A catastrophic leave case will be closed no later than twelve (12) months from the date request is approved, unless a new request supported by updated medical documentation is submitted and approved.
2. Donated leave credited to the recipient during an open case will remain in the employee's sick leave balance upon case closure.

The City reserves the exclusive right to interpret, administer and apply this policy.



Barb McIntyre
Human Resources Director

7/21/2026
Date



Leirion Gaylor Baird
Mayor

July 20, 2026
Date