

State of Idaho - State Controller's Office
 Transfer of Sick Leave Hours/Receipt of Sick Hours Form
 Update Based on DHR Rule Waiver for 15.04.01.240.06 Due to COVID-19
 Authorization to Donate Sick Leave Expires on Dec 31, 2020, subject to change

Donating Agency Required Information

User Initials	State Org #	Eff Date (PP Begin Date)	Donating Sick Leave
			SHC

Donating Employee Last 4 of SSN	Receiving State Org #	Receiving Employee Last 4 of SSN	# of Sick Hours Being Donated
XXX-XX-		XXX-XX-	

 Donating Employee's Name (Please Print)

 Donating Employee's Signature

 Date

I, the undersigned, have verified and certify that the above-named employee meets all of the following criteria necessary to make him/her eligible to donate unused sick hours to another state employees' sick leave balance as provided for in Idaho Code #67-5334, with policy guidance on donating sick leave in DHR Statewide Policy: 2019 Novel Coronavirus (COVID-19) and Rule Waiver for 15.04.01.240.06 Donated Leave.

When Donating Sick Leave:

1. Employee has minimum 80 hours of sick balance. (Even after hours have been transferred.)
2. Employee will not exceed 80 hours of transferred sick leave, including this transfer, during the DHR Rule Waiver period.
3. When Donating Sick Leave, employee signature is present on this form.

 Appointing Authority Name (Please Print)

 *Appointing Authority Signature

 Date

Receiving Agency Required Information

 Receiving Employee's Name (Please Print)

I, the undersigned, have verified and certify that the above named employee meets all of the following criteria necessary to make him/her eligible to receive unused sick hours from another state employees' sick leave balance as provided for in Idaho Code #67-5334, with policy guidance on donating sick leave in DHR Statewide Policy: 2019 Novel Coronavirus (COVID-19) and Rule Waiver for 15.04.01.240.06 Donated Leave.

1. Receiving employee is eligible if he/she or a family member suffers from serious illness, injury, or situation related to the DHR Statewide Policy guidance on COVID-19 in which receiving donated sick leave is allowed.
2. Employee has not exceeded 160 hours from all other employees, including this transfer, during the DHR Rule Waiver period.
3. When receiving sick leave, as of pay period, _____ all of the employee's leave balances will be exhausted, making the receiving employee eligible to receive the above hours.

 Appointing Authority Name (Please Print)

 *Appointing Authority Signature

 Date

*Appointing Authority must be an I-Time CPO, IPOPS Personnel Signer, or IPOPS Payroll Signer

From DHR's Statewide Policy: 2019 Novel Coronavirus (COVID-19) Updated March 31, 2020

Donated Leave

With appointing authority approval, an employee may donate accrued vacation or sick leave to an employee to be used as sick leave, in accordance with DHR's Donated Leave Policy. To receive donated leave, employees must first exhaust all of their accrued leave balances. Employees may use donated sick leave in accordance with the reasons outlined in the "Use of Accrued Leave Related to COVID-19" section of this policy if they are unable to telecommute or be reassigned.

Note: The DHR administrator has issued a rule waiver allowing employees to donate sick leave during this time. This waiver is subject to change at any time.

Rule Waiver for 15.04.01.240.06 Donated Leave from DHR Memo, Division of Human Resources – Rule Waivers Due to COVID-19 sent on 03/31/2020

PURPOSE:

The EIS-180S forms (or electronic version available on SCO website) is used to transfer sick leave hours from one state employee's balance into another state employee's sick leave balance.

REQUIREMENTS:

Both donating and receiving sections of the form must have an Appointing Authority Signature, even if the agency is the same in both cases. For leave donations related to the COVID-19 pandemic, employees are eligible to donate vacation and sick leave to any state employee. For all other leave donation actions, employees are only permitted to donate vacation leave to an employee eligible to accrue sick and vacation leave. The transferring hours must match the receiving hours.

Refer to IC 67-5334(g), and Division of Human Resources HR Policy Section 6: LEAVE DONATION, and Division of Human Resources Rule Waiver 15.04.01.240.06 (expires Dec 31, 2020).

DONATING AGENCY RESPONSIBILITY:

When an employee wants to donate time to another employee in a different agency, the appropriate forms must be filled out and sent by that donating employee's agency.

- For vacation leave donations, employee is not eligible to donate time if he/she does not have a vacation leave balance greater than 80 hours or the amount requested to transfer puts his/her vacation balance below 80 hours.
- For sick leave donations, employee is not eligible to donate time if he/she does not have a sick leave balance greater than 80 hours or the amount requested to transfer puts his/her sick balance below 80 hours.
- No employee may transfer (donate) more than 80 hours of vacation leave in a given Fiscal Year.
- No employee may transfer (donate) more than 80 hours of sick leave during a given Fiscal Year.
- Combined, no employee may transfer (donate) more than 80 hours of sick and vacation leave during a fiscal year, and sick transfer is limited to the DHR Rule Waiver Period.
- The name of the employee donating hours must be clearly printed on the form.
- The donating employee's signature must also be present. NOTE: Electronic signature versions are also accepted. Please contact DSP to ensure method is appropriate.

DONATING AGENCY PROCESSING:

- Fill out EIS-180 Form or EIS-180S Form.
- Donating agency date stamps the form and conducts pre-audit for eligibility.
- Obtain appointing authority signature on applicable form.
- Copy original form for agency and employee records.
- Forward completed form (or electronic equivalent) to Receiving Agency for further processing.

RECEIVING AGENCY RESPONSIBILITY:

The receiving employee is eligible only:

- if he/she or a family member suffers from serious illness or injury, or
- if he/she meets the requirements under the Families First Coronavirus Response Act, and
- if he/she meets the requirements of the DHR Rule Waiver

Note: Criteria used to determine leave donation eligibility differs from criteria used to determine Family Medical Leave Act (FMLA) eligibility.

No employee may receive:

- more than 160 hours of transferred vacation leave in a given Fiscal Year, and
- more than 160 hours of transferred sick leave during a given Fiscal Year, and
- more than a grand total of 160 hours combined (sick and vacation) during a Fiscal Year, and
- a sick leave transfer (donate) requests after the DHR Rule Waiver Period. All requests for transfer (donate) must be received and processed by DSP prior to the expiration of the DHR Rule Waiver period.

Idaho Code #67-5334 states that all sick and vacation balances must be exhausted before an employee is eligible to receive donated time.

- Therefore, the receiving employee's total sick and vacation balances combined must be less than the employee's normal pay period hours prior to processing the EIS-180 form.

The name of the employee receiving sick hours must be clearly printed on the form.

RECEIVING AGENCY PROCESSING:

- Fill out EIS-180 Form or EIS-180S Form.
- Receiving agency date stamps the form and conducts pre-audit for eligibility.
- Obtain appointing authority signature on applicable form.
- Copy original form for agency and employee records.
- Forward form (or electronic equivalent) to SCO Division of Statewide Payroll for further processing (example: email to dsphelp@sco.idaho.gov)

DIVISION OF STATEWIDE PAYROLL:

PROCESSING:

The Division of Statewide Payroll can only process EIS 180 and EIS-180S forms during the current pay period that is being processed. Donated leave hours will be available the following pay period, beginning with the effective date listed on the form.

The EIS-180 or EIS-180S form should only be sent to the Division of Statewide Payroll once. If it has been emailed, DO NOT send the original form to the Division of Statewide Payroll. Emailed forms should be sent to the DSP Help Desk, NOT to an employee of DSP. This may cause forms to be processed twice.

DSP will review the received form to ensure compliance with Idaho Code and DHR policies. If the EIS-180 or EIS-180S form does not meet eligibility requirements, the form will be declined with notation and returned to the receiving agency payroll or human resources contact.

Note: To protect the privacy of the receiving employee, the receiving agency is responsible for notifying the donating agency should the donation action be declined by SCO.