

**RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
STAN SNIFF, SHERIFF**

TO: All Personnel **DATE: July 21, 2017**
FROM: Stan Sniff, Sheriff **Departmental Memorandum #17-076**
RE: Catastrophic Illness Time Bank for Deputy Alicia Lopez, Palm Desert Station

A Catastrophic Illness Time Bank has been established for Alicia Lopez, Deputy assigned to Palm Desert Station. Alicia's time bank is effective from July 16, 2017, through September 8, 2017.

The Human Resources Department will accept donations on Alicia Lopez's behalf. If you wish to contribute to Alicia's time bank, please read the conditions and procedures outlined below, and send the attached donation form to *the Riverside County Human Resources Department, Benefits and Records Division, Attention: Time Bank Donation, Mail Stop #1150, P.O. Box 1569, Riverside, California, 92502*. The donation form can be found at the Employee Services website under Voluntary Time-Bank Forms and Guidelines: <http://www.rc-hr.com/ForEmployees/EmployeeServices.aspx>.

1. Regular employees in classifications assigned to Management, Confidential, Law Enforcement Supervisory and Management, Law Enforcement, Exempt, Prosecution, and all SEIU and LIUNA Units may donate vacation, holiday, or annual leave. Sick leave and compensatory time may not be donated.
2. Donations of leave must be in increments of 8 hours.
3. The Human Resources Department will establish and operate the approved Time-Bank and will ensure that only necessary credits are donated. Donations will be posted by the Office of the Auditor-Controller to the employee's vacation or annual leave bank on a pay period by pay period basis. The processed leave hours are irreversible; however, unprocessed donation forms are returned to the donor. Donors are encouraged to submit their donation form(s) via email to nergomez@rc-hr.com, or fax (951) 955-3581.
4. An employee may not donate leave hours, which would reduce his/her combined accrued leave balances on vacation, compensatory time, sick leave, annual leave or holiday accrual to less than 168 hours.
5. Donated leave shall be changed to its cash value and then credited to the recipient in equivalent hours at the recipient's base hourly rate of vacation or annual leave.
6. Employees will use a provided form to submit donations directly to the Human Resources Department. After review, adjustments to donor and recipient's paid leave balance will be made.

Attachment: Voluntary Time Bank (VTB) Donation Form

SS:mn