

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

TO: All Personnel

DATE: May 25, 2018

FROM: Stan Sniff, Sheriff

Departmental Memorandum #18-078

RE: Catastrophic Time Bank for Correctional Deputy II Reginald Graves

A Catastrophic Time Bank has been established for Reginald Graves, Correctional Deputy II assigned to the Indio Jail. Correctional Deputy Graves' time bank is effective from May 16, 2018, through June 15, 2018.

The Human Resources Department will accept donations on Correctional Deputy Graves' behalf. If you wish to contribute to his time bank, please read the conditions and procedures outlined below, and send the attached donation form to one of the following options: 1.) Scan and email to koricruz@rivco.org, 2.) Send through inter-office mail to HR Benefits and Records Division, Attention: Time Bank Donation, Mail Stop #1150, 3.) Fax to 951-955-3581, or 4.) Mail to Riverside County Human Resources, Benefits and Records Division, Attn: Time Bank Donations, P.O. Box 1569, Riverside, California, 92502. The donation form can be found at the Employee Services website under Voluntary Time Bank Forms: <http://www.rc-hr.com/HR-Services/Employee-Support/Employee-Services>.

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.
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 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: Time Bank Donation Form
SS:nw