

**CITY OF PACIFIC GROVE  
CITY COUNCIL POLICY**

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Emergency Leave Pool	300-4	December 21, 2005	1 of 1

**I. PURPOSE**

In the event of a medical or personal emergency, whereby a City employee shall suffer a loss in wages, for reasons unforeseen and beyond their control, an “Emergency Leave Pool” may be established. The purpose of this pool is to allow other City employees the opportunity to voluntarily contribute a portion of their accumulated vacation or sick leave towards the leave of the stricken employee.

**II. PROCEDURE**

1. All requests for the establishment of an emergency leave pool shall be subject to the review and approval of the City Manager. Requests shall be considered on a case-by-case basis and afforded only to those employees who have a legitimate medical or personal emergency. Employee’s demonstrating a history of vacation and/or sick leave abuse, may not qualify for the program.
2. Upon the approval of the City Manger, all City employees shall be advised of the emergency situation, and, of the request for their voluntary donation of sixteen (16) hours vacation or sick leave for the benefit of the stricken employee. All donations are voluntary and confidential. Each employee shall make their own determination whether or not they wish to contribute to the emergency leave pool.
3. Those employees wishing to contribute shall submit a written agreement approving the use of their vacation or sick leave for this purpose. Donors shall be selected at random by the payroll department and leave will be provided only “as needed” to the employee. Every effort shall be made to prevent the abuse of donated leave, and, therefore, leave requests submitted by the stricken employee shall be monitored accordingly.
4. Upon the termination of the employee’s medical or personal emergency situation, vacation and sick leave agreements shall become invalid and the pool terminated.

Adopted: September 4, 1991—Resolution # 6200

Amended: January 17, 1995—Resolution # 6444

Amended: December 21, 2005—Resolution # 5-049