

AFSCME Alaska Local 52
ADMINISTRATIVE PROCEDURES

LEAVE DONATIONS

A. Requests for Leave Donations:

1. Requests for Leave Donations received in the Fairbanks or Juneau field offices must be immediately forwarded to the Anchorage Secretary for email broadcast and posting to the ASEA website. The Local 52 Anchorage Headquarters, and Fairbanks and Juneau field offices will each fully process the Leave Request/Report(s) for Donated Leave received by the respective offices for represented employees under their jurisdiction, and submit them to the State of Alaska (SOA), Department of Administration (DOA)/Division of Finance.
2. The employee, a member of the employee's family or an ASEA steward on behalf of an employee may call the Union to make a formal request for donated leave, stating the number of hours he/she needs and the dates encompassing the period of time he/she will be on leave.
3. The Local 52 Anchorage Secretary will send out one email to the department and the worksite location of the employee, soliciting on the employee's behalf his/her request for Donated Leave. Such email is to be sent out on the date of receipt of an employee's request; or if the request is received after 3:00 p.m., the email will be sent the following morning. No other email requests for Leave Donations will be automatically sent for an employee unless a follow-up request is made by the employee or a steward on behalf of an employee.
4. The Local 52 Anchorage Secretary will, on behalf of all Local 52 offices, post to the Local 52 website the names requesting donations, documenting the number of hours requested and the dates anticipated being on leave. Such posting will occur on the same day that the request for leave donation email is sent to the department and worksite location of the employee. The employee's posted information will be removed on the anticipated return date initially given to the Union, unless notification is received from the employee, a member of the employee's family or from a steward on behalf of the employee of a modified return date.

B. Processing Leave Donations:

1. Submittal of the State of Alaska Leave Request/Report Form
 - a. A fully executed Leave Request/Report for Donated Leave is required by the Union.
 - b. The original or a faxed copy of the fully executed Leave Request/Report for Donated Leave will be accepted by the Union for processing.
2. Leave Donations will be tracked on an Excel spreadsheet by Donee with SSN, showing Donors with SSN, number of hours donated, date received, and date submitted to the SOA DOA/Division of Finance. This Excel spreadsheet shall

be ongoing in composition, tracking annually all Leave Donations that have been processed.

3. The Fairbanks and Juneau field offices will send an electronic spreadsheet containing the information listed in No.2 above to the Anchorage Secretary, listing the current leave donors/donees.
4. Leave Donations must be in the possession of the SOA DOA/Division of Finance no later than the 15th and the last day of the month, in that pay period in which the Leave Request/Report was submitted to the Union, or in that pay period in which the Leave Donation is to be applied for the employee.
 - a. Leave Requests/Reports for Leave Donations will be submitted to the SOA DOA/Division of Finance each Friday via fax, with an accompanying memo listing the name and SSN of each Donee, and the name and SSN of each Donor for which a Leave Request/Report is attached. (This listing of donees/donors should be copied over into the memo directly from the Excel spreadsheet.)
 - b. Leave Request/Reports received after noon
 - 1) on the 13th day of the month will be processed for application against the second pay period of the month (16th through last day of the month); and,
 - 2) on the 28th day of the month will be processed for application against the first pay period of the month (1st through 15th).
 - 3) **No exception shall be made to this procedure, unless authorized by the Business Manager via email or in writing.**
 - c. Special handling instructions of Leave Donations must be entered by the Donor or by a steward on behalf of the Donee on the Leave Request/ Report, under the "Explanation" portion of the form.

C. Release of Donor Information to Donee:

1. Gross total of non-prorated hours to date, WITHOUT THE NAMES OF DONORS, may be released to the Donee.
2. Names of Donors, WITHOUT THE NUMBER OF HOURS FOR EACH, may be released to the Donee.

D. Administration of Leave Donations:

1. ALL original incoming and outgoing supporting documents to Leave Donations (inclusive of an original 3-part Leave Request/Report form or an original fax of the Leave Request/Report) shall be retained for six (6) years.
2. A fax transmittal sheet shall accompany all incoming Leave Donations, stating the name, phone number of donor, and the date and time of the fax. The fax transmittal sheet must be copied to the Anchorage Secretary immediately after transmittal to SOA/DOA Finance.
3. All verbal communication to a donor/donee shall be immediately followed up in writing via email or regular mail, with a hard copy being retained as a supporting document.

4. The work environment shall be organized in such a way that:
 - a. Papers are not scattered within the work area but are kept in an orderly presentation.
 - b. Trash receptacles will not be placed in the immediate vicinity of the fax machine or where incoming or outgoing mail is held or processed.
 - c. Any documentation containing personal information must be shredded. (i.e. Social Security Numbers, home address or telephone numbers, etc.)
 - d. All incoming or outgoing faxes will be logged in immediately upon receipt.
 - e. All incoming or outgoing faxes relating to Leave Donations will be immediately placed into folders or into a wall-hanging file that is dedicated to Donated Leave, until such time as all Leave Request/Reports can be fully processed.
 - f. A fax activity report shall be pulled weekly from the fax machine and fastened into the fax log, on top of the log-in sheets for which such activity report supports.
5. Staff shall notify the Business Manager immediately upon receipt of, or obtaining knowledge of, an employee complaint regarding Leave Donations.

Implemented by Jim Duncan, Business Manager
Effective May 11, 2009