

IN THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 1252

Amending Personnel Rules  
C7.06.02 and PX7.06.02  
concerning donation of personal  
leave.

IT IS ORDERED:

1. Personnel Rule C7.06.02 is amended to read as follows:

C7.06.02

Upon approval by the hiring supervisor and personnel director, an employee may donate personal leave to another employee provided it is to be used as personal leave for bona fide medical purposes as defined by Personnel Rules C7.02.02 and C7.03 or extenuating circumstances as determined by the Administrative Director. Leave donated to an employee who takes family and health leave in a single block must be donated within the first two weeks after approval is granted ~~the employee's leave commences.~~ No employee may solicit the donation of personal leave for the employee or another employee without prior written approval of the personnel director.

The personnel office will convert donated leave to dollars at the hourly rate of the donor. The dollars will then be converted to leave at the hourly rate of the recipient of the donation and the appropriate hours of leave will be applied as needed on a pay period basis for the duration of the leave period. Excess donations will be placed in the recipient's medical leave bank and will be

subject to the provisions of Personnel Rule C7.09.01.

Leave donated under this rule is not leave taken by the donor for purposes of Personnel Rule C7.02.04.

Once transferred, leave can not be re-transferred.

No monetary or other forms of payment may be made to the donor for donating leave. Any such payment will be considered a violation of these rules for all parties involved in any monetary exchange or barter for leave donation (see Personnel Rule C10.08).

2. Personnel Rule PX7.06.02 is amended to read as follows:

PX7.06.02

Upon approval by the hiring supervisor and personnel director, an employee may donate personal leave to another employee provided it is to be used as personal leave for bona fide medical purposes as defined by Personnel Rules PX7.02.02 and PX7.03 or extenuating circumstances as determined by the Administrative Director. Leave donated to an employee who takes family and health leave in a single block must be donated within the first two weeks after approval is granted ~~the employee's leave commences~~. No employee may solicit the donation of personal leave for the employee or another employee without prior

written approval of the personnel director.

The personnel office will convert donated leave to dollars at the hourly rate of the donor. The dollars will then be converted to leave at the hourly rate of the recipient of the donation and the appropriate hours of leave will be applied as needed on a pay period basis for the duration of the leave period. Excess donations will be placed in the recipient's medical leave bank and will be subject to the provisions of Personnel Rule PX7.09.01.

Leave donated under this rule is not leave taken by the donor for purposes of Personnel Rule PX7.02.04.

Once transferred, leave can not be re-transferred.

No monetary or other forms of payment may be made to the donor for donating leave. Any such payment will be considered a violation of these rules for all parties involved in any monetary exchange or barter for leave donation (see Personnel Rule PX09.08).

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Effective Date: June 1, 1996  
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DATED: July 11, 1996

EFFECTIVE DATE: Nunc pro tunc to June 1, 1996

/s/  
Chief Justice Compton

/s/  
Justice Rabinowitz

/s/  
Justice Matthews

/s/  
Justice Eastaugh

/s/  
Justice Fabe