



SPECIAL ORDER



206.1

SUBJECT Catastrophic Illness/Injury Donation Program	SERIES 88	NUMBER 20	EFFECTIVE DATE June 6, 1988
	DISTRIBUTION A		
	ORIGINATING UNIT PDD		
	EXPIRATION DATE *		

The purpose of this Special Order is to outline policy and procedures for the Catastrophic Illness/Injury Donation Program, as established by Article 46 of the Labor Agreement between the MPD and the FOP for Fiscal Years 1988 through 1990.

Under the program, members the rank of officer or sergeant may donate a portion of their accrued annual leave to another officer or sergeant for use as sick leave.

A joint labor-management Committee was appointed to establish guidelines, rules and operating procedures for the program. The Committee shall be responsible for the ongoing operation of the program and shall be empowered to make revisions in the guidelines/procedures and decisions regarding granting or denial of leave donations for both donors and recipients. The Committee consists of three (3) members from the Metropolitan Police Department, three (3) members from the Fraternal Order of Police and one (1) observer from the D.C. Office of Personnel.

A. DEFINITIONS.

1. Employee Donor - An employee the rank of officer or sergeant who donates a portion of his/her accrued annual leave to another officer or sergeant for use as sick leave.
2. Committee Quorum - Six members (as established in Article 46) must be present for the Committee to act on any issue. The Administrative Services Officer (ASO) for the department and the Chairman of the Fraternal Order of Police (FOP) may designate alternates to their respective Committee members at any time.
3. Medical Documentation - Reports from the Police and Fire Clinic physician and/or private physician stating the extent of the illness or injury; the prognosis of return to duty; and the length of time for recovery.
4. Catastrophic Illness or Injury - means an illness, injury, impairment, or physical or mental condition which involves:
 - a. Inpatient care in a hospital; or
 - b. Continuing treatment or continuing supervision by a health care provider; and
 - c. An absence from the work place for a period in excess of fourteen (14) consecutive calendar days.

5. Requesting member - as defined under this program:
- a. An officer or sergeant with a catastrophic illness or injury who otherwise qualifies under this program; or
 - b. A union shop steward acting in the officer or sergeant's behalf; or
 - c. The member's commanding officer acting in the member's behalf.

B. Guidelines.

According to Article 46, the Committee is bound by the following rules and procedures:

1. Potential recipients of the program will only be considered provided medical documentation is produced supporting a claim of catastrophic illness or injury.
2. Recipients must have exhausted all sick leave, annual leave, compensatory leave, and any advanced leave that may be advanced by the department.
3. A recipient shall keep any unused portion of donated leave in his/her sick leave balance provided that such unused portion will not be used for calculating any additional retirement annuity.
4. Only annual leave may be donated for this program.
5. Annual leave must be donated in four (4) hour increments.
6. Once donated, such annual leave is forfeited by the donor whether used or not by the designated recipient.
7. This program will only be utilized on an individual case-by-case basis.

C. POLICY.

1. The Committee shall establish the amount of a total donation, the time period in which the donation is to be used and any conditions (certification of doctor's care, etc.) for receipt of a donation.
2. An employee recipient may accrue annual and sick leave while using a sick leave donation.

3. Leave donations shall be posted to the requesting member's balance in increments not to exceed 240 hours for a single request.

4. Requests under this program shall not exceed a total of 1040 hours for a single illness or injury.

5. Members may submit a request to receive an additional donation for the same extended illness or injury before a prior donation expires by submitting a new request for consideration in the program.

a. The subsequent request shall occur after 160 hours of the original request has been utilized.

b. Any annual or sick leave accrued during the use of the original donation shall be exhausted prior to initiating the use of the additional donation.

c. A member shall not be required to need the fourteen (14) day waiting period more than once for the same single extended illness or injury.

6. A member shall not request a leave donation during periods of suspension.

7. A request cannot be considered under this program until a PD Form 654 (Request for Advanced Leave) has been submitted through channels and, if approved, all advanced annual and sick leave has been exhausted.

8. Decisions, interpretations, and applications rendered by the Committee or the Administrative Services Officer are final and binding and not subject to any grievance or appeal in any forum.

D. PROCEDURES.

1. The requesting member applies for a leave donation under this program by submitting a memorandum to the Administrative Services Officer through his/her commanding officer. The memorandum shall contain:

a. The member's leave balances;

b. The date of his/her original illness or injury;

c. The name, address and telephone number of his/her private physician; and

d. The amount of leave donation requested.

2. If the requesting member has a private physician, the member shall require the physician to provide the Administrative Services Officer with proper medical documentation within one week of the original request.

*5
working
days*

3. Upon receipt of the member's request, the Administrative Services Officer shall notify the Director of the Police and Fire Clinic of the request and require the member's clinic physician to provide medical documentation on the member status within five normal working days.

4. Upon receiving the member's medical documentation from both parties (if appropriate), the Administrative Services Officer shall cause the Committee to convene within three normal business days to consider the request. *3 business days*

5. The Administrative Services Officer shall provide the Committee with the following:

- a. A copy of the member's request;
- b. The medical documentation from each physician;
- c. The member's latest PD Form 654 (Request for Advanced Leave); and
- d. A copy of any prior requests by this member along with supportive documentation.

6. The Committee shall review the member's request and make a decision regarding the granting of a leave donation. The decision shall include:

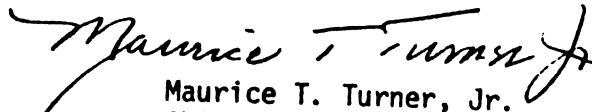
- a. The approval or denial of the request;
- b. The amount of leave approved for donation;
- c. Any conditions of the donation; and
- d. The expiration date of the donation.

7. If there is no majority decision within the Committee on any matter, such issue shall be submitted to the Administrative Services Officer for final ruling.

8. If the request is approved, it is the responsibility of the requesting member and his/her shop steward to collect the list of employee donors and the amount of each donation. This collection shall be indicated on the appropriate forms required by the Office of Finance and Management.

9. If the request is denied, there is no appeal under this program.
10. It is the responsibility of the Payroll Section, Office of Finance and Management, to transfer the amount of approved and collected leave donation from the employee donor's annual leave accounts to the employee recipient's sick leave account.
11. It is the responsibility of the Director, Labor Relations Division, to notify the requesting member's commanding officer of the Committee's decision in each case.
12. Copies of all documentation collected in each case shall be filed by the requesting member's name in the Labor Relations Office.

*This program shall be an experimental pilot program that shall lapse upon the expiration of the 1988-1990 Agreement/Union Contract, unless expressly renewed upon mutual agreement of the parties.


Maurice T. Turner, Jr.
Chief of Police

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