

RESOLUTION NO. R-25-75

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK FOR THE CITY OF GLADSTONE, MISSOURI.

WHEREAS, pursuant to Ordinance No. 3.859 and Gladstone City Code section 1.105.640 the City of Gladstone Employee Handbook may be amended from time to time by Resolution; and

WHEREAS, an amendment to the Employee Handbook has been proposed concerning the following policy: Sick Leave Donation (Exhibit A); and

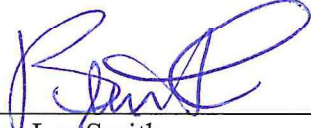
WHEREAS, the proposed amendment is in the best interest of the employees of the City and in conformance with applicable law.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, The Sick Leave Donation Policy contained within the City of Gladstone Employee Handbook is hereby amended to include the following provisions:

1. **City Manager Approval Required.** All requests for sick leave donation must receive prior approval from the City Manager before any transfer of donated leave may occur.
2. **Eligibility of Donors.** Sick leave donations may only be made by employees who are:
 - (a) In the same job classification as the recipient,
 - (b) In the same pay grade as the recipient, or
 - (c) In a higher pay grade than the recipient.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 8TH DAY OF DECEMBER 2025.



Mayor Les Smith

ATTEST:



Kris Keller, City Clerk

Exhibit A

Sick Leave Donation

Sick Leave Donation

The purpose of this policy is to provide a means for eligible City of Gladstone employees to voluntarily donate accrued leave to assist fellow employees who have exhausted their own leave balances due to a qualifying medical condition affecting themselves or an immediate family member.

Eligibility for Receiving Donations

A regular full-time or regular part-time employee of the City of Gladstone may request sick leave donations when all the following conditions are met:

1. The employee has exhausted all available sick leave, vacation leave, floating holiday leave, and compensatory time.
2. The employee is expected to be absent from work for **at least one full work week** due to their own serious illness or injury, or that of an immediate family member.
3. The receiving employee has completed at least **one year of service** with the City.
4. The receiving employee is **not actively working** at the time donations are applied.
5. Donations may only be received from employees working in the **same job classification, the same pay grade, or a higher pay grade.**

Eligibility for Donating Leave

Employees wishing to donate leave must meet the following criteria:

1. The donating employee must be a regular full-time employee of the City of Gladstone with at least **one year of service.**
2. Donated sick leave hours must have been **accrued in prior calendar years.**
3. The donating employee must retain a minimum balance of **96 hours** of previously accrued sick leave after the donation is processed.
4. Donors may also contribute **floating holiday time**, if available.
5. Donated time must be in increments of four (4) hours.
6. Names of individuals donating sick leave or floating holiday will remain anonymous.
7. Donations must be voluntary and may not be solicited through pressure, coercion, or expectation.

Approval Process

1. All requests for sick leave donation must be submitted in writing to Human Resources.
2. **The City Manager must review and approve all sick leave donation requests** before donations may be accepted or applied.
3. Human Resources is responsible for verifying eligibility and ensuring compliance with this policy.

Administration of Donated Leave

1. Donated hours will be credited to the receiving employee as **paid leave at the employee's normal hourly rate**.
2. Donors will have the equivalent number of hours deducted from their own sick leave (or floating holiday) balances.
3. An employee may receive donations until one of the following occurs:
 - The employee reaches **91 consecutive calendar days** of leave, or
 - The employee begins receiving disability insurance benefits.



Request for Council Action

RES ☒ # R-25-75

BILL ☐ # City Clerk Only

ORD ☐ # City Clerk Only

Date: 12/1/2025

Department: General Administration

Meeting Date Requested 12/8/2025

Public Hearing: Yes ☐ Date: Click here to enter a date.

Subject: A Resolution amending the City of Gladstone Employee Handbook

Background: The current Sick Leave Donation Policy in the City of Gladstone Employee Handbook does not require City Manager approval before sick leave donations are processed. In addition, the existing policy does not specify any limitations regarding the job classifications or pay grades of employees who are eligible to donate leave time. To strengthen oversight and ensure consistency in the administration of sick leave donations, staff is recommending updates to the policy. The proposed revisions will:

1. Require City Manager approval for all sick leave donation requests prior to acceptance or processing.
2. Limit donations to employees within the same job classification, the same pay grade, or a higher pay grade than the employee receiving the donation.

These changes will improve accountability, provide clearer guidance for both employees and supervisors, and ensure that the sick leave donation process is administered in an equitable and well-managed manner.

Budget Discussion: N/A

Public/Board/Staff Input: Staff recommends approval of the proposed Resolution.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk.

Amanda Wheeler
Department Director/Administrator

CW
City Attorney

BB
City Manager