



Policy: Updates to City of Bozeman Employee Handbook
Effective Date: June 18, 2024 (*modification to Sick Leave Bank Eligibility for Donations*)
Revised:
Approved by City Manager:

DocuSigned by:
Chuck Winn
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SICK LEAVE BANK

Employees requesting a donation from the sick leave bank and/or a direct donation must meet the eligibility requirements described below:

Eligibility for Donations under this policy:

- **Employment History:** To participate in or benefit from either donation program, employees must have been employed by the City of Bozeman for the most recent 12-month period. Employees with less than 12 months of service with the City may request direct donation up to a maximum of 80 hours.