

# Communications

NEW JERSEY, LOCAL 1081



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**TO:** All CWA Local 1081 Westside Office Members  
**FROM:** David H. Weiner, President *DHW*  
**DATE:** March 7, 2016  
**SUBJECT:** David Shephard, FSW: Request for Donated Leave

CWA Local 1081 member Family Service Worker David Shephard has been out of work, very ill, for some time.

You may recall that, through the kindness of the applicable members of our Union and members of PESU, \$1,000 was raised to assist David to buy an electric wheelchair in order to augment the cost of the wheelchair his insurance company would not cover.

Now, CWA Local is again asking our Union's Brothers and Sisters to consider assisting David again, as it has been claimed by the County that David has exhausted all of his available sick, vacation and personal time. Our Union is robustly grieving the authenticity of the County's claim, but in the meantime David has been going without any pay from the Division of Welfare.

Attached, please find two documents related to allowing any Department of Citizen Services (under which is the Division of Welfare) employees to donate their own sick and/or vacation days to David. The first attached document is a memorandum describing the process, and the second document is the actual *Donated Leave Program* form.

I am requesting all employees of the Division of Welfare, whether they members of CWA Local 1081 or PESU, to seriously consider donating days to David. I have lead by example and have already donated two of my own sick days to Brother Shephard.

Thank you.



**POST**

## OFFICE OF HUMAN RESOURCES

Hall of Records, Room 340, Newark, New Jersey 07102  
973.621.4977 --- 973.621.4993 (Fax)  
www.essexcountynj.org

**Joseph N. DiVincenzo, Jr.**  
Essex County Executive

**Alan C. Abramowitz**  
Director of Human Resources

**Robert Jackson**  
Deputy Director

### MEMORANDUM

TO: All Department ~~Directors~~, Statutory and Constitutional Officers

FROM: Alan Abramowitz, Director  
Office of Human Resources

DATE: February 22, 2016

RE: **REQUEST FOR DONATED LEAVE – David Shephard**

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A request has been made for participation in the Donated Leave Program for **David Shephard, Department of Citizen Services, Division of Welfare**, who has exhausted all of his benefit time due to catastrophic illness. In accordance with the Donated Leave Policy, any County of Essex employee may donate up to ten sick or vacation days, as long as they maintain a balance of 12 vacation days (if donating vacation days) or 20 sick days (if donating sick days) after they have donated their time.

Please post this request for Donated Leave, and forward any completed donor transfer forms to the Office of Human Resources for processing.

Thank you.

AA:md  
Donated.leave16

*Putting Essex County First*

ESSEX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

COUNTY OF ESSEX  
OFFICE OF HUMAN RESOURCES

DONATED LEAVE PROGRAM

NAME OF RECIPIENT

**DAVID SHEPARD**

I hereby direct the Office of Human Resources to transfer leave credit(s) as indicated below to be used as the recipient's personal sick leave.

I wish to donate **SICK DAYS**. This will not reduce my sick leave balance below 20 accrued sick days.

\_\_\_\_\_  
Total Sick Days Donated

\_\_\_\_\_  
Signature of Employee

I wish to donate **VACATION DAYS**. This will not reduce my vacation leave balance below 12 accrued vacation days.

\_\_\_\_\_  
Total Vacation Days Donated

\_\_\_\_\_  
Signature of Employee

**CERTIFICATION**

I certify that I have not solicited or accepted anything of value for the donation of paid time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Address

\*\*\*\*\*

**FOR USE BY THE OFFICE OF HUMAN RESOURCES ONLY**

Your request to transfer the above sick and/or vacation day(s) has been approved.

This is to advise you that your sick and/or vacation days will not be transferred for the following reason(s):

Employee has already received the maximum number of 180 donated days.

Your current sick leave balance does not show the required minimum number of 20 days.

Your current vacation balance does not show the required minimum number of 12 days.

You do not have accrued sick and/or vacation days to donate.

Other \_\_\_\_\_