

# GEARY COUNTY

## PERSONNEL POLICIES AND PROCEDURES

**EFFECTIVE DATE:** November 27, 2021

**POLICY NO.** 50.06

**SUPERSEDES:** September 1, 2010; and any/all other existing policies that may conflict with this revision.

**SUBJECT:** Shared Leave Program (formerly known as “Sick Leave Donation”)

Shared Leave is available to any qualifying benefit-eligible employee. Shared Leave may be granted to an employee if the employee or his/her family member (defined as a spouse, parent, child, sibling, grandparent or grandchild [related to the employee by blood, marriage or adoption]; or a minor residing in the employee’s residence as a result of court proceedings) of the employee or his/her family member is experiencing a serious, extreme, or life-threatening illness, injury, impairment, or physical or mental condition (hereinafter referred to as “condition”) which has caused, or is likely to cause, the employee to take leave without pay or terminate employment and the condition keeps the employee from performing regular work duties.

The Shared Leave Program allows the transfer of accumulated benefit time (Annual Leave or Sick Leave) from one eligible employee to another.

Shared Leave may be granted to an employee if all of the following conditions are met:

1. The employee or a member of the employee’s immediate family (as defined above) is experiencing a condition.
2. The condition of the employee or the member of the employee’s immediate family has caused or is likely to cause the employee to take leave without pay or terminate employment.
3. The condition of the employee or the member of the employee’s immediate family keeps the employee from performing regular work duties.
4. The employee has exhausted all accrued benefit time including Annual Leave, Sick Leave, and Compensatory Time.

Any employee shall be eligible to donate Annual Leave or Sick Leave to another employee if said employee has sufficient accrued benefit time to donate.

Shared Leave may be used only for the duration of the condition for which it was collected. The maximum number of hours of Shared Leave that may be used by an employee shall be the total hours that the employee would regularly be scheduled to work during a six (6) month period.

An employee receiving disability benefits may only receive Shared Leave that when used in conjunction with the paid disability leave takes the employee to his/her normally scheduled hours.

Employees who receive a Shared Leave donation shall use the Shared Leave in accordance with their regular work schedules. Shared Leave may be applied retroactively only to the beginning of the pay period in which it was approved.

The employee shall no longer be eligible to receive Shared Leave for a particular occurrence if any of these circumstances are met:

1. The condition of the employee or the employee’s family member improves so the employee no longer is prevented from performing his/her regular work duties.
2. The employee terminates his/her employment or retires.
3. The employee returns to work and works his/her regular work schedule for at least twenty (20) continuous working days.

Shared leave is transferred from the donating employee(s) as needed each pay period.

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Shared Leave shall be paid according to the receiving employee's rate of pay. The rate of pay of the donating employee shall not be used in figuring the value of Shared Leave.

Shared Leave may be donated in quarter-hour or higher increments.

Shared Leave may be used as needed and, if approved, for intermittent leave for no more than 12 consecutive weeks.

Any decision to approve or deny a request for Shared Leave shall be final and shall not be subject to appeal, grievance, or arbitration.

### **Procedure**

#### **Requesting Shared Leave:**

1. Employee must notify HR of the need for Shared Leave, and complete and submit a "Request for Shared Leave" form.
2. HR will review the request with the employee's supervisor/department head.
3. The requesting employee may allow release of their information or request their information (name, department, condition, etc.) remain confidential. Approval or denial of the request is not dependent upon the employee's release of information.
4. If denied, the HR Director will notify employee of the denial and reasoning. If approved, the HR Director will notify employees of the request and seek donations.

#### **Donating Shared Leave:**

1. Any qualifying employee may donate.
2. No employee shall be coerced, threatened, intimidated, or induced into donating leave for purposes of the Shared Leave Program.
3. Employees offering to donate hours must complete the Shared Leave Donation Request Form which will be e-mailed to employees when the shared leave is requested and submit it to Human Resources. Employees wishing to donate Annual Leave must maintain an accumulated balance of at least 120 hours. If donating sick leave, employees must maintain an accumulated balance of 200 hours.
4. Donating employees may allow release of their information or request their information (name, department, number of hours donated, etc.) remain confidential. Human Resources will notify the employee who requested Shared Leave of the number of hours he/she will receive.
5. Hours transferred shall be paid in accordance with the appropriate standard policy.
6. Usage of Shared Leave hours does not count toward the accumulation of overtime.