

**Policy Title**

Voluntary Shared Leave

Control Number

HR041

Policy Date

06/05/19

Revision Date

06/01/2020

Purpose

To provide a means for one employee to assist another in the case of a prolonged medical event that results in exhaustion of all earned leave, such as, but not limited to, an FMLA qualifying event.

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

Guidelines

In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of voluntary shared leave. A medical condition may involve an employee or an employee's spouse, parent, child [including step relationships] or other dependent(s) which requires an employee's absence from duty for a prolonged period of time.

Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave.

Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay already granted to the leave recipient.

Leave donations are Annual Leave hours. The maximum amount of donated leave allowed by one individual may not reduce that individual's leave balance below eighty (80) hours.

Leave must be donated on a one-to-one personal basis.

Exception

Sick Leave may be donated for immediate family members, provided both recipient and donor are current employees. Immediate family includes: spouse, parent, child, sibling, grandparent, grandchild, and combinations of half, step, in-law, or legal guardianship derived from this group. The maximum amount of donated sick leave allowed by one individual may not reduce that individual's leave balance below eighty (80) hours.

Eligibility

An employee must exhaust all available leave and be approved for leave without pay before being eligible for receive voluntary shared leave

This policy does not apply to short-term /illnesses. Each case must be examined and decided based on its conformity to policy intent.



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An employee may apply for voluntary shared leave by submitting a request form to the department head.

Any employee donating leave must complete a donation form.

Limitations

The maximum donated leave is 1,040 hours for any one recipient per case.

At the expiration of the medical event, as determined by the County, the recipient's unused combined paid leave balance will not exceed 40 hours. Any unused leave over this amount will be returned to the donor(s).

If a recipient terminates, participation in the program ends. Donated unused leave shall be returned to donor(s).

Disciplinary Action

An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee with respect to donating, receiving, or using leave under this program. Such action by an employee is subject to disciplinary action up to and including termination on the basis of personal conduct.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article VI. Leaves of Absence, Section 15. Voluntary Shared Leave