

Voluntary Shared Leave

Human Resources Policy- #219

Policy:

This policy is an opportunity for Employees to assist another Employee affected by a medical condition that requires an absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

Employees that experience prolonged medical conditions may exhaust all available leave and be placed on leave without pay. This will result in the employee going without pay during a critical point in their life. Under these circumstances, fellow employees may wish to voluntarily donate some of their vacation or sick leave in order help a fellow Employee.

General Guidelines

- Leave must be donated on a one-to-one basis.
- Individual leave records are confidential and only individual Employees may reveal their donation or receipt of leave. The Employee donating leave cannot receive any form of remuneration for the leave donated.

Eligibility

- An employee may request Voluntary Shared Leave at any time after their hire date.
- Non-qualifying conditions: The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive; each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

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Application Procedure

- A. By letter or application to Human Resources, a recipient will apply or be nominated by a fellow Employee to participate in the program.
- B. Application for participation should include name, job title, department, and estimated length of time needed to participate in the program. A doctor's statement must be provided to Human Resources.
- C. The Privacy Act makes medical information confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the Employee wishes to make the medical status public, the Employee must sign a release to allow the status to be known.
- D. Human Resources will review the application and determine if it should go forward. If so, the shared leave process will be implemented.

Recipient Guidelines

- A. A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the Employee's available accumulated leave.
- B. Participation in this program is limited to a total of 1,040 hours, either continuously or if for the same condition on a recurring basis. However, management may grant Employee continuation in the program, month by month, if management would have otherwise granted leave without pay.
- C. Subject to the maximum of 1,040 hours, the number of hours of leave an Employee can receive is equal to the projected recovery of treatment period, less the Employee's combined vacation and sick leave balance as of the beginning of the recovery or treatment period. The Employee must exhaust all available leave before using donated leave.
- D. At the expiration of the medical condition, any unused leave in the recipient's donated leave account will not continue; the recipient's leave balance will be zero.
- E. If a recipient separates due to resignation, death, or retirement from County Government, participation in the program ends.

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Donor Guidelines

- A. The minimum amount to be donated is 8 hours.
- B. An Employee donating leave to a qualified recipient under this policy may donate up to a maximum of 40 hours per calendar year, but may not reduce his/her vacation or sick leave balances below 40 hours of each type accrual.
- C. A donor may not donate leave during a resignation notice period.

Leave Accounting Procedures

- A. A centralized system of leave accountability will accurately record leave donations and recipient's use.
- B. Such accounts Will provide a clear and accurate record for financial and management audit purposes.
- C. All leave donated will be credited to the recipient's Voluntary Shared Leave balance and deducted from the donor(s) sick or vacation leave accounts as the hours are consumed. Voluntary Shared Leave available in the recipient's sick leave account will be charged according to the Human Resources Employee Resolution. Once leave has ended, any unused Voluntary Shared Leave hours will be credited back to the donor
- D. Leave transferred under this program will be available for use on a current basis, beginning on the date of the adoption of this policy.
- E. Each approved medical condition will standalone and the Human Resources Department will notify the donor and the recipient.

Scope:

This policy applies to all eligible employees.

Document Change Record

Revision	Description
6-27-23	Policy Revised; change eligibility from 12 months to after hire date.