Fringe Benefits Committee Meeting
Thursday, November 21, 2013

Present: Josh Lehman, Roger Long, Ricardo Castillo, Marty McCoy, Margie Whitehorse

Meeting Focus: Discuss changing spring break from three days flex to three days closed
               Discuss shared leave policy, regarding being able to donate sick leave as well as annual leave.

1. **Spring break changes.**
   - The committee agrees with the recommendation to close the university for three days during spring break. The committee will support whatever three days are selected by EC.

2. **Shared leave policy.**
   - The policy of other universities was discussed and it was determined that no other regional university in our area allows sick leave to be donated to the shared leave pool.
   - The question of whom you can donate your annual leave to was discussed and is listed below.

**Shared leave:**
Employee Handbooks states: The Shared Leave Program is an employee benefit providing eligible University employees additional leave from annual leave donated by other University employees. The shared leave benefit is available to an employee experiencing a serious health condition which has caused or is likely to cause, the employee to take leave without pay. (See the University’s Shared Leave Policy, for additional eligibility and benefit information.)

**Excerpts from the shared leave policy:**

1.2 Employee Recipient – A twelve (12) month employee who holds a benefits-eligible appointment who accrues sick and annual leave and has been employed for at least twelve (12) months preceding the serious health condition for which s/he is requesting shared leave. The recipient must have used all of his/her sick leave, annual leave, and compensatory time hours prior to being eligible for shared leave.

1.4 Serious Health Condition – A serious, major, catastrophic, or life-threatening medical condition is a period of incapacity requiring the employee to be medically unable to work for a period of seven (7) days or more. The medical condition includes continuing treatment or supervision by a health care provider or continuing treatment of a chronic or long-term health condition. The employee must be suffering from a major or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay