

# CAMERON UNIVERSITY

## Shared Leave Policy

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### Policy Statement

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The Shared Leave Program is a means for a University employee to donate annual leave to a fellow University employee who is eligible for and requires leave while experiencing a serious health condition which has caused or is likely to cause the employee to take leave without pay.

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### Who Should Know This Policy

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President  
Vice Presidents  
Deans  
Department Chairs  
Directors

Faculty  
Accounting/Finance Personnel  
All Employees

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### Responsibilities

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**Responsible for Policy**  
University Officer Responsible

Vice President for Business and Finance

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## Procedure

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**STATEMENT OF PURPOSE:** In support of the above policy statement, the following procedures and information are provided:

### 1.0 Definitions

- 1.1 For provisions of this policy, a benefits eligible employee is defined as a 12 month employee holding a regular appointment who accrues sick and annual leave and works 50 percent time or more. The shared leave program is not available to an employee classified with a student or temporary title or classified as a part-time employee employed to work less than 20 hours per week.
- 1.2 Employee Recipient—A 12 month employee who holds a benefits-eligible appointment who accrues sick and annual leave and has been employed for at least 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.
- 1.3 Employee Donor—A 12 month employee who holds a benefits eligible appointment 20 hours a week or more and who accrues sick and annual leave and has an annual leave balance greater than 50 percent of his/her annual accrual. A donating employee may donate annual leave at any time during the fiscal year.
- 1.4 Serious Health Condition—A serious, major, catastrophic, or life-threatening medical condition with a period of incapacity requiring the employee to be medically unable to work for a period of seven 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.
- 1.5 Shared Leave Pool—The Shared Leave Pool will include: (1) annual leave hours donated by eligible employees for distribution to a specific employee who has applied for and been approved for receipt of shared leave, (2) annual leave hours which have previously been donated but not distributed, and (3) annual leave hours donated by eligible employees for general distribution. Hours donated to a specific employee that were not distributed to the specified employee will remain in the pool, in addition to any hours donated for general distribution to eligible employees.
- 1.6 Approving Authority—The Director of Human Resources will monitor the Shared Leave Program, review applications, and submit recommendations to the Vice President for Business and Finance. The Vice President for Business and Finance will make decisions pertaining to the use and awarding of shared leave. Determination of the distribution of available shared leave to recipients will be made within 10 working days of receipt of a completed application and medical certification from the recipient.

### 2.0 General Guidelines

- 2.1 Shared leave is intended to cover only the duration of the serious health condition for which it was approved.
- 2.2 Donated annual leave is transferable between employees in different University departments.
- 2.3 Any unused shared leave that was donated to a specific employee will be maintained in the Shared Leave Pool to be distributed to other qualified employees.
- 2.4 The receiving employee will be paid his/her regular rate of pay during leave, up to a maximum of \$2,500 per month of approved shared leave.
- 2.5 If the employee qualifies for Family Medical Leave Act (FMLA) and is not already on FMLA leave when he/she applies for shared leave, the employee will also be placed on Family and Medical Leave.
- 2.6 An employee who receives leave from the pool is not required to pay it back.
- 2.7 All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the Shared Leave Program.
- 2.8 Communications with the recipient and donor will be kept confidential.
- 2.9 Employees who are receiving shared leave will not accrue additional annual or sick leave while on shared leave.
- 2.10 Donated hours cannot be rescinded.
- 2.11 The estate of a deceased employee is not entitled to payment for unused pool leave.
- 2.12 An employee who separates from employment will not be entitled to payment from the shared leave pool.

### **3.0 Eligibility and Participation Requirements for Recipient**

- 3.1. The employee or his/her personal representative will complete a Recipient's Application for Shared Leave Request Form and provide the Certification of Attending Physician form, obtained from a physician verifying the need for the leave and expected duration of the condition.
- 32 The employee requesting shared leave must have an overall rating that indicates that he/she demonstrated competence in performance on the last performance evaluation on file, and have no disciplinary actions on file during the previous 12 month period.
- 33 The employee's supervisor will review the application and forward his/her recommendation to the Human Resources Office for the verification of current leave balances.
- 34 The Director of Human Resources will review the required eligibility information and make recommendations to the Vice President for Business and Finance.

35 Upon approval by the Vice President for Business and Finance, the Human Resources Office will inform the employee of the shared leave distribution.

#### **4.0 Eligibility and Participation Requirements for Donor If Donating to a Specific Employee**

4.1 The donating employee can donate any amount of annual leave provided the donation does not cause the annual leave balance of the employee to fall below 50 percent of his/her annual accrual.

4.2 The donating employee will complete a Donor's Application Shared Leave Form. This form must be sent to the Director of Human Resources.

4.3 Donations must be made in full-hour increments.

4.4 The receiving employee must have met the established criteria for consideration.

#### **5.0 Shared Leave Administration—Director of Human Resources**

5.1 The employee must meet the definitions and eligibility criteria listed above.

5.2 The employee must have used all available sick leave, annual leave and compensatory hours (if applicable) before being eligible to participate in the Shared Leave Program. All of the employee's leave balance accounts must be zero.

5.3 The employee must have abided by University policies regarding the use of annual leave.

5.4 In no event will an employee receive more than 40 hours per week.

5.5 The Director of Human Resources will recommend the amount of donated leave an employee may receive and may only recommend an employee be granted a maximum of 480 hours in a 12 month period. An employee cannot receive more than 260 days or 2,080 hours of donated leave during total university employment.

5.6 The Director of Human Resources will ensure that each hour of approved shared leave will be provided to the recipient on an hour for hour basis.

5.7 Receipt or denial of leave sharing is not subject to any grievance procedure applicable to employees.

#### **6.0 Shared Leave Pool Timekeeping and Recording Responsibilities**

6.1 Employees will record use of shared leave in the same manner as they record the use of other leave used on the appropriate time sheet and/or leave request report.

- 6.2 The Human Resources Office will be responsible for maintaining all shared leave balances.
- 6.3 The supervisor will be notified by the Director of Human Resources of the exhaustion of shared leave by an employee so he/she can determine the next course of action.
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## **Contacts**

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Policy Questions: Human Resources Office, (580) 581-2245

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## **Forms**

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In support of this policy, the following forms are included:

Certification of Attending Doctor ([S11-3](#))

Recipient's Application for Shared Leave ([S11-1](#))

Donor's Application for Shared Leave ([S11-2](#))

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## **Policy History**

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### **Policy**

Issue Date: September 14, 2004

Reviewed, no revision: February 2016

Revised: March 6, 2009

Revised: April 6, 2017