

	Policy: Shared Leave	Effective Date: October 1, 1996
		Revision Effective Date:
	Policy Number: HR-18	Page 1 of 1
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PURPOSE

In order to help provide humanitarian assistance to co-workers who find themselves in need of basic subsistence, the following Shared Leave Policy has been established and participation made voluntary for city employees.

Any employee of the city, who has completed his/her initial probationary period, may voluntarily donate a portion of their accumulated sick or vacation leave not to exceed 40 hours, to the sick leave account of any other employee of the city for use during cases of catastrophic hardship caused by medical illness of the employee and only when all other forms of paid leave have been exhausted by the employee requesting the shared leave.

The employee requesting shared leave shall have completed their initial probationary period and must provide a family medical leave medical certification form and documentation of a true impending hardship before the request may be considered. All requests which do not provide such documentation will not be considered. Family medical leave forms are available in the office of the Human Resources Director. All requests shall be made as early as possible and as soon as a need for shared leave is recognized.

A committee, appointed with the approval of the City Manager, consisting of three full time city employees from different departments and position classifications and the Human Resources Director will review each request and make recommendations to the City Manager for the approval of shared leave use. The Finance Director and Benefits Coordinator will serve as ex officio members of the committee.

Once the use of shared leave is approved, a bulletin shall be posted in all city offices and buildings announcing the need for shared leave donations. The bulletin shall describe the general circumstances surrounding the need, and the procedures for employees donating the leave.

Employees donating leave shall complete a donation of leave form and have the complete understanding that once donated, their leave will be deducted from the specified leave account and they will not receive compensation, now or at any time in the future for the donated leave. They shall also understand that if they are in need of shared leave in the future the same process shall apply. Employees must maintain a minimum of 80 hours leave in their own sick leave or vacation leave account before leave may be donated.

Accumulative, shared leave donated shall not exceed more than 240 hours. Any shared leave donated and not used by the recipient upon return to work shall revert to all donors of that leave on a pro-rated basis.

The city's short-term disability benefits program cannot be utilized in conjunction with shared leave. All sick leave and shared leave must be exhausted or a 31 day waiting period completed before this benefit can be utilized, whichever is latter.