TECHNICAL ASSISTANCE - DESIGNING A LEAVE SHARING PROGRAM

Prepared by the Division of Human Resources in the Department of Personnel & Administration. Revised November 2005.

GENERAL

The State Personnel Director (Director) has statutory authority to establish leave programs for employees in the state personnel system. Beginning May 1, 1990, the sharing of annual leave was approved on a trial basis and on March 11, 1991, statute adopted annual leave sharing on a permanent basis. Each head of a department and higher education institution (department) is authorized to develop a leave sharing program within the parameters of statute and Director's rules. Leave sharing was originally designed for catastrophic, life-threatening health conditions of employees or their immediate family members, and where leave and other benefits have been exhausted. It is not a substitute for leave or temporary income replacement benefits (e.g., short or long-term disability, workers' compensation).

The Director adopted a policy on December 11, 2001, allowing the expansion of a department's program to include employees experiencing a financial hardship during *initial* activation of military duty in support of the President's war on terror or other military operation. The policy was expanded again in June 2002 to include employees directly affected by life-altering catastrophic events or emergencies involving significant damage to the employee's residence. It includes those who are called to serve as first responders to such tragedies.

Be aware that when expanding the program to cover catastrophic events or active military, there are some differences in application (e.g., make whole basis for active military, ability to transfer annual leave between departments for catastrophic conditions or events); however, the following provides the common policy parameters.

- Leave sharing is voluntary, not an entitlement, and departments develop their own leave-sharing programs within the parameters established by the Director.
- Leave sharing allows the transfer of donated **annual** leave between individuals (direct donation) or to a leave bank.
- Donated annual leave may be transferred between departments with the approval of the two department heads, except for active military leave sharing.
- Only permanent employees are eligible for leave sharing.
- Employees must have one year of state service to be eligible to apply for donated **annual** leave.
- Leave sharing is only available following the exhaustion of annual leave, compensatory time, and any other applicable leave such as sick leave, bereavement leave, military leave and administrative leave for active military, and American Red Cross (Rule 5-20).
- The approval of leave sharing applications is at the sole discretion of the department head.
- No appeals or grievances are permitted.

The following information is intended to assist departments in the development of a leave sharing program. Leave sharing information is also summarized in the Time Off technical assistance and expansion of a program is further addressed below. Establishment of a leave sharing program basically involves a series of considerations or questions. Departments need to develop guidelines or criteria for reviewing requests for donated leave and assuring consistency in the application of the program.

TYPE OF PROGRAM

There are two basic types of programs: direct donation to an individual and a leave bank. Individual donation or transfer involves soliciting contributions for a specific case as the need arises. A leave bank involves a solicitation of contributions to a pool or bank of leave. Employees then apply to the bank. Both types of programs have advantages and disadvantages. Most departments are using the individual donation option.

Bank	Direct Donation
Greater start-up and monitoring effort.	Less start-up effort.
One-time solicitation.	Solicitation needed for each case.
Banked leave is readily available.	Lag time to collect leave.
Personal situation is relatively anonymous.	Applicants may have confidentiality concerns.
Employees may give less to an unknown applicant.	Employees may feel pressured to donate.
	Uneven distribution – A "popularity contest".

If unsure of the type of program to establish, it may be helpful to seek employee input on preferences through a quick poll. Be sure the differences between the two types of programs are explained. It is also effective to involve employees and managers in the design of a department's program. The leave sharing program must be communicated to all staff before implementation and whenever significant changes are made. Regardless of the type of program established, certain criteria must be considered and questions addressed.

Donation

Donations are voluntary and must be annual leave only.

- Frequency of donations. How often will donations be solicited or accepted? With direct transfer, donations are as frequent as the number of approved cases. With a bank, donations can be accepted continuously or the frequency can be limited to one time, periodically (e.g., every six months), or when the bank reaches an established replenishment point.

- Solicitation of donations. Who solicits donations? It is recommended that solicitations be handled centrally (e.g., human resources office, department head's office). Given confidentiality requirements around health information, it is recommended that solicitations be as anonymous as possible, which will also help address any concerns with the donations being a "popularity contest". It may be prudent to have the recipient review and perhaps sign the solicitation before it is sent. Solicitations should not be sought until the application is approved.

- Amount of donation. Should minimum or maximum amounts of donation be established? From research, the most typical minimum amount donated was one day (eight hours). It can be pro-rated for part-time employees. In either a direct transfer or a bank, a maximum was rarely found other than the donation cannot exceed the amount of the donor's accrued leave. It may be desirable to encourage employees to retain some leave for their own use; however, this may not be an issue with annual leave. One example of a maximum donation could be that an employee may donate any amount at or above eight hours as long as a five-day balance remains after donation.

- Excess donations. How will excess donations be dealt with? This is generally not an issue for a bank because donations go into a pool and only the amount approved is awarded with any unused time returned to the bank. In the case of direct transfers, it is possible to get more donations than needed. There are several ways to deal with the excess: donations are accepted as received and once the required amount is obtained, further donations are not accepted; hold the excess amount for transfer to the next case (need a bank); or, refund the excess amount on a pro-rated basis to all donors unless the amount is inconsequential (e.g., excess hours ÷ number of donors = refund unless the amount is less than one hour per donor, in which case the excess is forfeited).

- Bank replenishment. At what point are more donations solicited for a bank? One way to handle the issue is to simply accept cases until the bank is "broke." However, this means that the bank may not be available to serve worthy cases. Many banks establish a replenishment point that signals the solicitation of further donations. Some ideas for replenishment points include:
  - (1) the amount of the maximum award for any given case, e.g., if three months is set as the maximum amount of an award, when the bank reaches three months, more donations are solicited;
  - (2) a set number of months or hours, e.g., 1440 hours or six months;
  - (3) a formula such as two times the number of donors or the number of donors times the minimum donation, e.g., 100 donors x 2 = 200 hours, 100 donors x 2 x 8 hours (minimum donation) = 1600 hours, or 100 donors x 8 hours (minimum donation) = 800 hours.

- Process and Forms. What process and form will be used for donations? A donation form should be designed that the employee must sign. It is kept in the employee's file like other leave records. At a minimum it should include name, employee identification number, hours to be donated, signature, and a place for the department to certify the debit to the employee's leave accrual. Someone needs to verify that the donor has sufficient leave accumulated to cover the number of hours donated. Sample forms for a bank and direct transfer are attached for illustration.

Administration
The department head is responsible for approving the establishment of a leave sharing program in a department. The authority to decide on specific applications can be delegated to another high-level management position if approved in advance by the Director (or Director's delegate).

- Review Committee. The department may wish to establish a committee to make recommendations to the department head on applications. A committee should be small with an odd number of members, generally three or five, and all members should be required to sign confidentiality agreements. The members can be appointed or elected. Elections are more complicated due to the administrative processes. Appointments are typically made according to position. For example, members may include:
  - a position involved in administration of the state personnel system who is familiar with leave options and benefits programs;
  - a position capable of understanding the health aspects of a case; and,
  - positions representing management and an employee council.

- Record keeping. Who keeps what records? Some of the considerations include determining the type of record based on the nature of information being collected, e.g., personnel files, separate secured medical files, leave bank files, employee and supervisor copies. Be sure to consult the department's records custodian when establishing practices for the storage, security, and access of leave sharing information. Determine who will inform employees of the program. Determine who will distribute and compile forms, keep actual leave records, compile hours donated, etc. If contributions are needed from an outside department as permitted by Director's rule, will they be handled as the need arises or through agreements set up with specific departments ahead of time? Who will complete any reports requested by the Director or delegated representative1? Keeping automated records may be helpful.

- Guidelines. What guidelines are needed to assist in the approval process of applications? While cases will be decided on their specific merits, some guidelines should be established to assist the decision makers. It is also recommended that these guidelines be published so employees are aware of the parameters within which the program operates and decisions are made. Illustrative samples are attached. Some considerations follow.

  - Applications must be made for reasons consistent with the purpose of the program. Leave sharing was created for catastrophic situations, such as major life threatening health conditions or natural disasters. Thus, the nature of each leave request will need to be examined on a case-by-case basis. Leave sharing is a privilege. It is not meant to replace or duplicate other benefits. It is the "court of last resort." For example, it is not to be used to supplement short-term disability (STD) payments as it must be reported and reduces or delays the benefit accordingly. Likewise, it was not intended to be another form of paid leave to cover the STD waiting period.

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1 Note: the Director compiled annual reports for a number of years following adoption of leave sharing until satisfied that policies were being appropriately implemented and administered. Of interest is the fact that the average salary of the recipient was always lower than the average salary of the donor, both by department and statewide.

- Conditions under which applications can be denied (aside from the nature of the individual situation and type of leave sharing), may include a pattern of sick leave abuse or excessive usage as reflected in leave records, incomplete or inaccurate applications, ineligibility, refusal to supply requested information.
- Additional factors that may be considered, e.g., tenure and performance.
- Discretion of the decision maker in approving or denying a request based on criteria in the department's program and personnel rules.
- Amount of time that may be granted, including any maximum amount of an award. For example, no award will exceed three months.
- Leave sharing is meant to cover only the duration of the medical condition, initial period of military activation, or natural disaster for which it is granted. If the situation ceases or the employee separates, what happens to any unused portion of awarded leave? It cannot be part of any final leave payout. In the case of a bank, it is relatively easy - the excess is returned to the bank. In the case of direct donation, several options are available, including forfeiture, refund to donors on a pro-rated basis, or transfer to another case.
- The point at which awarded leave begins, e.g., date awarded, retroactive to the time unpaid leave began for the event. The retroactive option was found most often due to processing time and the requirement to exhaust all leave before applying for leave sharing. Given the nature of leave sharing, if the employee is eligible, the event involving a serious health condition very likely qualifies for family/medical leave.
- Whether to permit "cross over" transfers in departments with classified and non-classified employees.

Application

In terms of eligibility to apply, the permanent employee must have a minimum of one year of service and have exhausted all applicable paid leave. Any shared leave that is granted for a medically based reason must be counted concurrently against any family/medical leave entitlement. The application may be for the catastrophic health condition of the employee or an immediate family member (as defined under sick leave rules). Specify if prior donation of leave to the bank is required in order to apply or if donors will be given priority preference. For example, only those contributing to the bank would be eligible to apply for shared leave if prior donation is a requirement. This may disallow potentially worthy cases. On the other hand, there may be less impetus for employees to donate to the bank if non-contributors are equally entitled to apply for withdrawals.

- Amount of awarded time. Is there a maximum amount of time that will be granted or is it unlimited? A limit of three months per fiscal year was the most common range reported in the last survey of market practices related to leave sharing.

- Grounds for refusal of applications. What are the legitimate grounds for a supervisor's or appointing authority's refusal to allow acceptance of donated leave or to place a limit on the amount? For example, pattern of excessive sick leave use only? Budget problems such as the financial ability to hire temporary help for essential positions? Size of the operation and workload?

- Application process and forms. Develop the process and forms to be used. Design an application form that the employee must sign. Again, be sure to consult with the department's records custodian. The application form should include a description of the nature and severity of the situation, the amount of time requested, certification by the employee that the conditions and requirements of leave sharing are understood, certification that applicable paid leave has been exhausted, and approval by the supervisor and appointing authority that the employee will be allowed to use donated leave. Applications involving health information need to be kept in secure files. Certification by a health care provider will be needed at some point for health conditions. It may be part of the application form or could be obtained with the medical certificate, short-term disability application, or worker's compensation documentation. Document and communicate application instructions, including what supporting documents are necessary or will be considered, as well as the steps in the approval process. Sample forms are attached for illustration.

EXPANSION OF EXISTING PROGRAM

Departments need to decide whether to expand their existing programs to include active military and catastrophic events. If the program is expanded for active military duty, the donated leave is used to make up the difference between the employee's base salary (excluding premiums) and the total gross military pay and allowances. The employee must first exhaust military, administrative and annual leave, and any compensatory time. For more information on leave sharing for active military duty, refer to technical assistance on *Veterans and Active Military.*

Expanding the program for catastrophic events (e.g., wildfires, floods, tornadoes, and other natural disasters) covers employees who suffer loss of life or significant damage to the employee's residence as a consequence of such events, or who are serving as first-responders to such tragedies. First responders are trained emergency personnel officially dispatched to respond to catastrophic events (e.g., fire, medical, law enforcement personnel).

Catastrophic events are not necessarily limited to natural disasters; for example, a natural gas explosion or fire that destroys an employee's residence may qualify. However, this type of leave sharing is intended for accidental events that result in a substantial loss or complete destruction of the employee's residence. Remember that leave sharing was originally established for catastrophic, life-threatening medical conditions when all other benefits are exhausted so similar standards are important when defining situations for expanding a program. It is not intended to cover foreseeable situations that could have been prevented or minimized by planning or action on the part of the employee or for a short-term financial setbacks or inconvenience. For example, an order to evacuate is different from the inconvenience of monitoring an event in case evacuation may become necessary. A department may also want to consider defining other life-altering catastrophes that result in loss of life or life-threatening events due to major crime such as kidnapping and homicide. The state bears no liability under worker's compensation for any injury suffered by a first responder.

If the department head decides to expand the existing program, the following should be considered when developing criteria in addition to the existing program requirements and technical assistance.

- Whether to use the existing application process and what revisions to forms are needed.

- Whether to create a team of reviewers (or use an existing team) to evaluate these types of requests and make a recommendation to the department head.
- Whether to revise or establish a maximum amount of donated leave that will be granted for catastrophic events.
- The impact of the catastrophe on the total family financial picture and lifestyle. For example, unlivable or complete loss of the primary residence vs. repairable damage.
- Other sources of support available from family, insurance carriers, or community organizations.
- Extraordinary need for leave, such as absences to prepare for evacuation or to take preventive measures to avoid complete loss of property.
- Departments have the discretion to request documentation supporting the need for leave, which is strongly encouraged to assure consistency in the application of the policy and to prevent possible abuse.
- Whether to track leave donated for catastrophic events separately from leave donated for the regular leave sharing or military leave sharing programs.

Every attempt is made to keep this information updated. For additional information, refer to the *State Personnel Board Rules and Director's Administrative Procedures* or contact your department human resources office. Subsequent revisions to rule or law could cause conflicts in this information. In such a situation, the law and rule are the official source upon which to base a ruling or interpretation. This document is a guide, not a contract or legal advice.

Sample – direct transfer program

DEPARTMENT XYZ
ANNUAL LEAVE SHARING PROGRAM

The department established a leave sharing program on [date] as a means to voluntarily transfer annual leave to a qualified employee experiencing a catastrophic medical hardship, either personally or by an immediate family member. Leave sharing is intended to provide some income protection when the employee will be absent from work for a prolonged period of time and has exhausted all paid leave and other benefits.

A catastrophic illness or injury is one that poses a threat to life and requires inpatient, hospice or residential health care, such as cancer, major surgery, serious accident, or heart attack. Normal pregnancy, common illness, and illness or injury covered by State or PERA disability programs or worker's compensation are excluded. This program is not intended to cover cases of abusive or excessive leave usage. Note: approved donated leave will be counted concurrently against any family/medical leave entitlement.

Effective December 11, 2001, the leave sharing program was expanded to cover eligible employees during the *initial* call-up to active military duty in the war on terrorism or other military operation who are experiencing financial hardship due to activation. Approved donations are provided on a "make whole" basis to cover the difference between the state gross base salary (excluding premiums) and gross military pay and allowances.

Effective [date], the leave sharing program was further expanded to cover life-altering catastrophic events or emergencies, such as natural or accidental disasters that result in loss of life or substantial or complete loss of the employee's home, or employees called to service as a first responder.

APPLICATION FOR LEAVE

A permanent employee with a minimum of one year of state service is eligible to apply for donated annual leave. In the case of a catastrophic health condition, application may be made for a personal or immediate family member need. For purposes of the leave sharing program for immediate family members, preference will be given to a child, parent, or spouse requiring the employee's direct care.

All applicable paid leave must be exhausted before applying for donated leave (e.g., annual, sick, compensatory time, military, administrative leave for active military or American Red Cross).

A written application must be made on the form available from the Human Resources Office. If the employee is personally unable to complete the application, an immediate family member or other representative may do so.

The requesting employee's supervisor and appointing authority must approve the application prior to submission to the Human Resources Office. Required documents also must be provided when the completed application is submitted.

- Catastrophic medical conditions – copy of medical certificate or STD application, other health care provider statements;
- Catastrophic disaster – first responder's documents showing call to service, documents showing extent of loss;
- Active military – military orders, proof of military pay, documents showing financial hardship.

PROCESSING REQUESTS

The executive director shall approve or deny applications. The executive director's decisions are based on the merits of each individual case using the following guidelines.

- Requests must be for reasons listed above, e.g., seriousness of the illness or injury, nature of the tragedy, exhaustion of leave, availability of other benefits.

- In addition to the merits of the case, requests may be denied for a pattern of sick leave abuse or excessive use as shown by leave records, incomplete application, refusal to supply requested information, or ineligibility.

- Tenure and performance may be considered as documented by performance evaluations and employment history. In the case of a catastrophic event, consideration will be given to the documented impact on the family, such as the extent of loss, other sources of available support, need for leave to prepare for evacuation or to take precautions to prevent complete loss of the family home. In the case of initial military activation, documented financial hardship will be considered.

- Application does not guarantee approval of the request. Denial is not a determination that the situation is not a personal emergency.

- The applicant, supervisor, and appointing authority may be contacted to obtain information regarding the request or invited to present the case.

- The decision to approve or deny the application is final and not subject to grievance or appeal.

- All or any portion of the requested time may be granted. Donated leave is not transferable. In cases where the situation ceases to exist or the employee leaves the department, any unused portion of the donated leave is forfeited.

- Donated leave will be applied retroactively to the beginning of the unpaid leave period for the condition or even for which it was granted.

- Personnel rules that apply to paid leave apply to use of donated time except that it is not part of the final payout at retirement or separation. For example, in the case of a catastrophic medical condition, donations are from annual leave but are recorded as sick leave for the recipient and are not part of the final sick leave payout upon retirement.

CONTRIBUTIONS

No solicitation for leave donations will occur until the executive director approves the application. The Human Resources Office will manage the solicitation process for approved applications. Solicitations will be as anonymous as possible, including the use of a case number. Further, the recipient will be asked to review and approve (sign) the content of the message prior to the solicitation.

Donations of annual leave will be solicited within the department first. If the department cannot generate sufficient contributions, additional donations may be sought from other departments if approved by the executive directors of the departments involved (except for active military leave sharing).

Contributions are voluntary and confidential. A minimum donation of one day of accrued annual leave is required. Donors are required to have a total personal leave balance (sick and annual) of 40 hours *after* the donation.

Donations will no longer be accepted when the amount needed has been received. If circumstances change and less donated leave is taken than originally granted, donors will receive a proportionate refund (number of extra hours ÷ number of donors) as long as the refund is at least one hour per donor; otherwise the excess leave if forfeited.

Sample – leave bank program

DEPARTMENT XYZ
ANNUAL LEAVE SHARING PROGRAM

The department established a leave sharing program, using a leave bank, on [date] as a means to voluntarily transfer annual leave to a qualified employee experiencing a catastrophic medical hardship, either personally or by an immediate family member. Leave sharing is intended to provide some income protection when the employee will be absent from work for a prolonged period of time and has exhausted all paid leave and other benefits.

A catastrophic illness or injury is one that poses a threat to life and requires inpatient, hospice or residential health care, such as cancer, major surgery, serious accident, or heart attack. Normal pregnancy, common illness, and illness or injury covered by State or PERA disability programs or worker's compensation are excluded. This program is not intended to cover cases of abusive or excessive leave usage. Note: approved donated leave will be counted concurrently against any family/medical leave entitlement.

Effective December 11, 2001, the leave sharing program was expanded to cover eligible employees during the *initial* call-up to active military duty in the war on terrorism or other military operation who are experiencing financial hardship due to activation. Approved donations are provided on a "make whole" basis to cover the difference between the state gross base salary (excluding premiums) and gross military pay and allowances.

Effective [date], the leave sharing program was further expanded to cover life-altering catastrophic events or emergencies, such as natural or accidental disasters that result in loss of life or substantial or complete loss of the employee's home, or employees called to service as a first responder.

APPLICATION FOR LEAVE

A permanent employee with a minimum of one year of state service is eligible to apply for donated annual leave in the bank. In the case of a catastrophic health condition, application may be made for a personal or immediate family member need. For purposes of the leave sharing program for immediate family members, preference will be given to a child, parent, or spouse requiring the employee's direct care.

All applicable paid leave must be exhausted before applying for donated leave (e.g., annual, sick, compensatory time, military, administrative leave for active military or American Red Cross).

A written application must be made on the form available from the Human Resources Office. If the employee is personally unable to complete the application, an immediate family member or other representative may do so.

The requesting employee's supervisor and appointing authority must approve the application prior to submission to the Human Resources Office. Required documents also must be provided when the completed application is submitted.

- Catastrophic medical conditions – copy of medical certificate or STD application, other health care provider statements;
- Catastrophic disaster – first responder's documents showing call to service, documents showing extent of loss;
- Active military – military orders, proof of military pay, documents showing financial hardship.

PROCESSING REQUESTS

The executive director shall approve or deny applications. The executive director's decisions are based on the merits of each individual case using the following guidelines.

- Requests must be for reasons listed above, e.g., seriousness of the illness or injury, nature of the tragedy, exhaustion of leave, availability of other benefits.

- In addition to the merits of the case, requests may be denied for a pattern of sick leave abuse or excessive use as shown by leave records, incomplete application, refusal to supply requested information, or ineligibility.

- Tenure and performance may be considered as documented by performance evaluations and employment history. In the case of a catastrophic event, consideration will be given to the documented impact on the family, such as the extent of loss, other sources of available support, need for leave to prepare for evacuation or to take precautions to prevent complete loss of the family home. In the case of initial military activation, documented financial hardship will be considered.

- Application does not guarantee approval of the request. Denial is not a determination that the situation is not a personal emergency.

- The applicant, supervisor, and appointing authority may be contacted to obtain information regarding the request or invited to present the case.

- The decision to approve or deny the application is final and not subject to grievance or appeal.

- All or any portion of the requested time may be granted. Donated leave is not transferable. In cases where the situation ceases to exist or the employee leaves the department, any unused portion of the donated leave is returned to the leave bank.

- Donated leave will be applied retroactively to the beginning of the unpaid leave period for the condition or even for which it was granted.

- Personnel rules that apply to paid leave apply to use of donated time except that it is not part of the final payout at retirement or separation. For example, in the case of a catastrophic medical condition, donations are from annual leave but are recorded as sick leave for the recipient and are not part of the final sick leave payout upon retirement.

CONTRIBUTIONS

The Human Resources Office will manage the leave bank, including the solicitation process when the leave in the bank falls below the replenishment point of 520 hours.

If the bank cannot support the need, donations of annual leave will be solicited within the department first. If the department cannot generate sufficient contributions, additional donations may be sought from other departments if approved by the executive directors of the departments involved (except for active military leave sharing).

Contributions are voluntary, confidential, and non-refundable. A minimum donation of one day of accrued annual leave is required. Donors are required to have a total personal leave balance (sick and annual) of 40 hours *after* the donation.

Sample – solicitation for direct transfer

DEPARTMENT XYZ
REQUEST FOR ANNUAL LEAVE DONATIONS

Case # LS-23 involves a 15-year employee in the Widget Division who needs two months of donated leave. The employee's spouse was involved in a serious car accident resulting in a broken back. The spouse was released from the hospital two weeks ago and the employee is required to be at home to provide full-time care. Donations for Case # LS-23 must be made on the form available from the Human Resources Office. All donations must be received by 5:00 p.m. on May 15.

Sample – annual leave donation form

DEPARTMENT XYZ
ANNUAL LEAVE SHARING DONATION FORM

Please type or print legibly in ink.

Name _____

Division _____ Employee ID # _____

Work Address _____

Work Phone _____ Email _____

# of Donated Hours _____ to case # _____ _____ to leave sharing bank

For a donation is outside XYZ (requires pre-approval of both department heads, not active military):
Name of recipient _____
Recipient's department _____

I understand that my contribution is voluntary and confidential. I understand my donation to the bank is non-refundable, and any excess donations directly to an individual also may not be refunded. I understand my annual leave balance will be decreased by the amount donated, which must be a minimum of one day's accrued leave, and certify it will not result in a negative balance. I certify that my total personal paid leave balance must be at least 40 hours after this donation .

Signature _____ Date _____

Transfer of leave between departments in case of catastrophic health condition or event.

Approved

_____ _____
Executive Director of XYZ Date

Approved

_____ _____
Department Head of Recipient's Department Date

Department's Human Resources Office

The above named employee's annual leave balance has been reduced by _____ hours.
A completed *State of Colorado Leave/Absence Request and Authorization* form was attached.

_____ _____
Authorized Signature Date

Form LS 1: Created [date], Revised [date]

Sample – application instructions and application form

DEPARTMENT XYZ

LEAVE SHARING APPLICATION INSTRUCTIONS

Requirements and Conditions for Application

- Application can be made for either personal use or for the catastrophic medical condition of an immediate family member.
- Applicants must have one year of service before applying.
- Applicants must have exhausted all applicable paid leave.
- Requests must be made for reasons listed under the purpose of the program. Normal pregnancy, common illness, coverage by State or PERA disability benefits and worker's compensation are excluded.
- Application does not constitute approval of the request. If approved, all or a portion of the requested time may be granted.
- Performance, tenure, and leave usage patterns may be considered along with the nature of the event in the decision to grant or deny the application.
- Denial is not a determination that a situation is not a personal emergency. It should not prohibit other possible solutions, e.g., unpaid leave.
- The decision is final with no grievance or appeal.
- If approved, the donated leave is meant to cover only the duration of the illness or injury for which it was granted. Leave granted for a catastrophic medical condition will be counted concurrently against any family/medical leave. If the situation ceases or the recipient leaves XYZ, any unused portion is returned to the bank or is forfeited if from a direct transfer.
- If approved, solicitations for direct transfer will be as anonymous as possible. The recipient in a direct transfer must sign the solicitation signifying approval prior to release. Donations will be confidential.

Instructions

1. Applications must be made in writing on the attached form to the Human Resources Office.
2. Required documents also must be provided when the completed application is submitted.
    - Catastrophic medical conditions – copy of medical certificate or STD application, other health care provider statements;
    - Catastrophic disaster – first responder's documents showing call to service, documents showing extent of loss;
    - Active military – military orders, proof of military pay, documents showing financial hardship.

DEPARTMENT XYZ
Application For Leave Sharing

PART I -- To be completed by employee (please type or print legibly in ink).

Name _____

Division _____ Employee ID # _____

Work Address _____

Work Phone _____ Email _____

Date of hire as a permanent state employee _____ # of hours requested _____

Catastrophic medical request is for (check one):
_____ Self _____ Immediate family member (specify) _____

Briefly describe the nature of the condition or event.

I certify that I understand, agree to, and meet the requirements and conditions for leave sharing. I authorize the executive director or delegate to obtain any necessary information concerning this application. I understand that denial of this application is not subject to grievance or appeal.

Signature _____ Date _____

PART 2 -- To be completed by supervisor and appointing authority.

Recommendation (check one):
____ Approval (attach brief explanation of any recommended limit on amount of leave)
____ Denial (attach brief explanation)

_____ _____
Supervisor's Signature Date

Recommendation (check one):
____ Approval (attach brief explanation of any recommended limit on amount of leave)
____ Denial (attach brief explanation)

_____ _____
Appointing Authority's Signature Date

PART 3 -- To be completed by the executive director.

Approved _____ Denied _____

_____ _____
Executive Director's Signature Date

PART 4 -- To be completed by the department human resources office.

The employee has exhausted all paid leave and other applicable benefits as of _____

Application received on _____ Total # of hours granted _____
Donated annual leave was credited to the employee on _____

Direct Transfer:
Case # _____
Solicitation released on _____ Solicitation closed on _____

_____ _____
Authorized Signature Date

Form LS 2: Created [date], Revised [date]

TECHNICAL ASSISTANCE
DHR APPROVAL FOR PUBLICATION

Technical Assistance Topic: Designing a Leave Sharing Program

Effective Date of Revisions: November 2005

Date of Superceded Version: May 2002

Section Manager: Karen Jacobs Date: 11/8/05

Deputy Division Director: [illegible] Date: 11/16/05

Division Director: [illegible] Date: 11/19/05