

SHARED LEAVE BANK

I. PURPOSE

To provide a safety net against salary interruption for employees who have a catastrophic health condition causing them to be unable to perform their assigned job duties.

Donations of sick leave hours by employees provide income to an affected employee who would otherwise be on unpaid leave. The purpose is not to provide unlimited sick leave for any medical reason.

II. SCOPE

This policy applies to all full-time and half-time faculty and staff.

III. POLICY

Employees may voluntarily donate accumulated sick leave hours to a shared leave bank for distribution to aid another employee who is unable to work due to personal illness or crisis. Donating employees donate sick leave at their individual pay rates and the recipient is credited with sick leave at his/her individual pay rate. Therefore, the leave recipient will be paid at his/her current pay rate, not at the pay rate of the person donating the leave time.

Approval to receive donated leave time is dependent upon approval of supervisor, vice president of division and director of human resources.

A. Eligibility to Receive Shared Leave

Faculty and staff may receive shared leave as follows:

1. An employee must have exhausted all of his or her own vacation and sick leave.
2. For each application, an employee must be unable to work a regular schedule for at least a continuous period of 30 calendar days.
3. An employee may apply for his/her own catastrophic illness or injury, or for a certifiable illness or injury of immediate family, defined as:
 - 1) Illness of employee's spouse
 - 2) Illness of employee's children
 - 3) Illness of employee's parents
 - 4) Illness of spouse's parents
4. An employee must have worked at ACU continuously for 90 days.

5. The maximum amount of shared leave bank benefits accessible to a recipient cannot exceed one-third of the balance of the bank, or three months leave time, whichever is less.
6. If an employee returns to work prior to using all hours granted, the unused balance of hours granted returns to the shared leave bank.
7. If intermittent treatment is required, unused approved shared leave bank benefits will be provided on an as-needed basis until the employee (or family member) recovers from the catastrophic illness or injury or the benefit ends, whichever is earlier.
8. The estate of a deceased employee is not entitled to payment for approved unused shared leave bank hours.
9. Shared leave bank hours may not be converted to cash.
10. Employees may not solicit or distribute lists inquiring for donations from the catastrophic leave bank.
11. If the hours in the shared leave bank are not sufficient and a need arises, the Director of Human Resources or designee may send a communication to faculty and staff indicating such a need but may not under any circumstances coerce an employee(s) to contribute leave time.
12. A contributor does not have to first donate to the bank in order to receive donations from the bank.
13. Employees who use leave from the shared leave bank are not required to pay the bank back for leave used.
14. It is not possible to make back-payments to a shared leave bank recipient who may have already taken some leave without pay. Donated time will be available for use by the recipient in accordance with regular payroll procedures and deadlines.
15. Employees who are off work due to an on-the-job injury or illness are not eligible to use the shared leave donation bank.
16. An intent to return to work is not required in order to be eligible for the shared leave donation bank; however, employees who utilize the full amount of approved bank benefits must return to work for six continuous months following their last day of use of the donated time before they are eligible to apply for additional benefits from the bank.
17. Employees receiving a medical release for return to work on a part-time basis (i.e., fewer hours per day per week than the regular work schedule), may continue to use donated leave for the balance of the regular work schedule until medically released for full duty.

B. Eligibility to Donate Shared Leave

Faculty and staff may donate sick leave as follows:

1. The donation of leave is strictly voluntary. No employee shall be coerced or financially induced into donating leave time.
2. A contributor may not designate a particular employee to receive the donation.

3. Time must be donated in whole hours.
4. An initial donation requires a minimum of eight hours.
5. The maximum number of hours that may be donated during any 12-month period is 48. [For the first year only, June 1, 2005 – May 31, 2006, an employee may donate up to 350 hours.]
6. Upon separation from the university, an employee may donate up to 350 hours to the shared leave bank.
7. A contributor must maintain a balance of 320 sick leave hours.
8. Sick leave which has been contributed to the shared leave bank cannot be restored to the contributor.
9. The contributor's identity will remain confidential, unless he/she chooses to self-identify.
10. A contributor does not have to first donate to the bank in order to receive donations from the bank.
11. The contributor does not receive any type of tax deduction for the donated leave time.

IV. PROCEDURE

To request leave

- A. An employee requesting leave from the shared leave donation bank will download, print and complete an application form available at www.acu.edu/hr, and submit to the Director of Human Resources.
- B. The application must be accompanied by a physician's statement indicating beginning date of health condition and anticipated date employee will be able to return to work. If the request is for time off to provide care to a qualified family member, the employee will provide a written statement indicating the relationship, where the family member resides, and the extent to which the family member is dependent on the employee for the recuperative care.
- C. After receiving an application, the Human Resources office will verify the employee's eligibility and status, including current accumulated vacation and sick leave balances. The Director of Human Resources will confer with the employee's supervisor and Vice President. If they are not in agreement, the President's Cabinet will make the final decision.
- D. The Director of Human Resources will notify the employee of the decision within five (5) business days of receipt of application.
- E. If the application is approved, the Payroll office will make the transfer of hours from the university's shared leave bank to the employee's sick leave bank. Neither the

donating employee nor the employee receiving time needs to reflect any transfer of hours on his/her time sheet; the hours will be reflected on the applicable employee's Banner Web leave balance.

To donate leave:

- A. An employee wishing to donate sick leave to the shared leave donation bank will download, print and complete an application form available at www.acu.edu/hr, and submit to the Director of Human Resources.
- B. After receiving an application, the Human Resources office will verify the employee's eligibility and status, including current accumulated sick leave balances.
- C. The Director of Human Resources will notify the employee of the decision within five (5) business days of receipt of application.
- D. If the application is approved, the Payroll office will make the transfer of hours from the employee's sick leave bank to the university's shared leave bank. Neither the donating employee nor the employee receiving time needs to reflect any transfer of hours on his/her time sheet; the hours will be reflected on the applicable employee's Banner Web leave balance.