

## **LEAVE SHARING POLICY**

The purpose of Leave Sharing is to permit Library County employees to donate a portion of their accrued personal leave, floating holiday, or compensatory time to a fellow County Library employee, who is unable to work due to suffering from an illness or injury or the illness or injury of an immediate family member and is out of personal leave, floating holiday, and compensatory time, and will imminently go on leave without pay. It is understood and agreed as follows:

1. **GENERAL**
  - a. An Employee may receive the leave sharing benefit from another bargaining unit employee;
  - b. All Personal Leave, Floating Holiday, or Compensatory leave donated under the Leave Sharing Program shall be by day. A day shall be considered eight (8) hours. No differentiation will be made between the salary level of the donor or recipient.
  - c. There shall be no retroactive applications of donated leave.
  - d. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave.
  - e. All donations to the Leave Sharing Program shall be confidential.
  
2. **ELIGIBILITY TO RECEIVE LEAVE**
  - a. An employee may receive donated leave if the employee, or an immediate family member suffers from a severe or extraordinary illness or non-job related injury which has caused, or is likely to cause, the employee to go on leave without pay.
  - b. Request to receive the Leave Sharing benefit shall be submitted to a Leave Sharing Review Committee comprised of the Director, one member of the Board of Trustees chosen by the Board and one staff person chosen by the employee requesting the leave sharing. The majority decision of the Committee shall be final; however, if the decision of the Committee is to deny the request, the originator has the right to petition the Committee for reconsideration. The decision of the Committee shall not be subject to the grievance procedure.
  - c. An employee receiving a Leave Sharing benefit must have exhausted his/her personal leave, compensatory time, and floating holiday.
  - d. An employee receiving a Leave Sharing benefit must have abided by the Library District's policies regarding personal leave.
  - e. An employee receiving leave from the Leave Sharing bank shall receive no more than a total of one hundred twenty (120) days of such leave during the course of his or her employment with the County Library District.
  - f. The employee's position must be one in which Personal Leave can be accrued and used.
  - g. The employee must be eligible to use Personal Leave.
  - h. The employee must not be receiving time-loss payments as a result of an on-the-job injury, nor receiving disability benefits from the Retirement System or Federal Social Security.

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3. LEAVE TRANSFERENCE PROCESS
  - a. An employee wishing to receive shared leave shall submit a written request to the Leave Sharing Review Committee and attach a statement from his or her physician verifying the severe or extraordinary nature and expected duration of the condition.
  - b. Upon approval of the request by the Leave Sharing Committee, the Director will communicate the employee's eligibility and need for leave sharing to other employees in the County Library system.
  - c. Employees wishing to donate leave shall send the Donation of Personal Leave/Floating Holiday form to the Director for processing.

4. DONATING LEAVE
  - a. All donations shall be in full days. A full day is to consist of eight (8) hours. An employee may donate a maximum of ten days (80 hours) of personal leave, floating holiday, compensatory time or any combination that does not exceed ten days (80 hours), in a calendar year.
  - b. Donations of Personal Leave may not bring the donor's personal leave balance below thirteen days (104 hours).
  - c. All donations shall be strictly voluntary and shall be done on the Donation of Personal Leave/Floating Holiday/Compensatory Time form, a copy of which is attached. The donor shall designate the recipient.
  - d. Once leave has been donated, it becomes the recipient's leave and shall be entered as personal leave in the recipient's account, and deducted from the donor's personal leave or floating holiday account.
  - e. The Columbia County Benefits Coordinator will maintain the Leave Sharing sick leave bank. Donated sick leave must be allocated in accordance with these guidelines and as approved by the Hearings Committee. Donated leave paid from the Leave Sharing bank shall not be considered compensation or service credit with respect to PERS.

### **History**

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Adopted July 23, 2009