

ALEXANDER COUNTY SHARED LEAVE POOL POLICY

Section 1. Purpose

The purpose of this policy is to allow employees to donate accrued leave to the Shared Leave Pool to assist other employees who are unable to work due to a prolonged catastrophic illness or injury of themselves or an immediate family member.

For the purposes of this policy, an immediate family member is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, or an employee's legally dependent children. Also included are the step, half, and in-law relationships.

Section 2. Eligibility

The following guidelines are established to govern the donation and receipt of leave from the Shared Leave Pool:

- 1) Employees who have completed one (1) full year of employment prior to July 1 of any year may become a member of the Shared Leave Pool by completing the required form and donation of four (4) hours of accumulated sick or annual leave. The month of June is the only enrollment period for the Shared Leave Pool.
- 2) Employees who wish to donate leave or to be eligible to receive leave must be a member of the Shared Leave Pool.
- 3) Membership is available to full time or eligible part time employees.
- 4) Donating employees must sign a release form. Release forms will be maintained in the employee's personnel file.
- 5) Leave donated to the Shared Leave Pool is irrevocable.
- 6) Leave donated to the Shared Leave Pool by an employee will not be returned to the employee in the event of separation of employment whether the separation is voluntary, involuntary, or due to retirement.
- 7) A donating employee must maintain a minimum balance of two hundred forty (240) sick leave hours for their personal use if donating more than four hours to the pool.
- 8) Maximum benefit eligible to be received by an employee from the Shared Leave Pool is ninety (90) days. The ninety (90) days will track concurrently with the Family Medical Leave Act (FMLA). All employee benefits will be paid and uninterrupted during this ninety (90) day period.
- 9) Birth of a child does not qualify as a prolonged catastrophic illness or injury; unless there are complications requiring more than six (6) to eight (8) weeks of maternity leave. Medical certification of the complications, including diagnosis and estimated time out of work, must be provided by the primary attending physician before shared leave can be approved.

10) An employee's abuse of sick leave over the previous two (2) years shall be cause for rejection of Shared Leave Pool request. The use of twelve (12) days of sick leave in one calendar year without the presence of a prolonged catastrophic illness or injury will be reviewed to determine if there has been abuse of sick leave. However, sick leave designated as Family Medical Leave Act leave will not be considered as abuse of sick leave.

11) Any employee who is a member of the pool may donate annual leave to the pool at the end of the calendar year under the same guidelines as established above for the original donation of leave.

Section 3. Procedure for Pool Donations

1) Membership in the pool requires an employee to donate a minimum of four (4) hours of accumulated sick or vacation leave to the pool each year.

2) The maximum donation allowed by an employee is ninety-six (96) hours of sick or vacation leave per year.

3) A voluntary donation of more than the membership requirement must be approved by the donating employee's Department Head.

Section 4. Direct Donations

An employee may donate leave directly to another employee in need as long as both employees donate at least four (4) hours of leave for pool membership during open enrollment. The recipient must have a catastrophic illness or injury and meet the requirements of FMLA. The maximum amount of leave an individual employee may transfer to another employee in a calendar year is forty (40) hours.

Section 5. Recipients of Leave

1) Medical certification of the prolonged catastrophic illness or injury from the primary attending physician is required prior to receiving donated leave. Certification must include diagnosis and estimated length of time the recipient employee is expected to be unable to work.

2) Recipients of leave may NOT bank the donated sick leave for use other than the case of a prolonged catastrophic illness or injury. Upon the employee's return to work, the unused portion of the donated leave will be returned to the Shared Leave Pool for the benefit of other eligible employees.

3) Other compensable benefits will be available to an employee receiving a donation of leave from the Shared Leave Pool. Compensable benefits include, but are not limited to holiday pay, workers compensation, or accrued leave.

Section 6. Administrative Provisions

If the Shared Leave Pool is low or without hours a notice will be emailed to employees and posted in every Alexander County department indicating a need exists. The need and the name of the employee in need will remain confidential.

It shall be the responsibility of the Human Resource Director to review the facts of each request for Shared Leave Pool use and to make a fair and impartial determination regarding approval or denial of the request. If an employee feels that the decision is inappropriate or biased, the employee may appeal the decision to the County Manager for a final determination. The County Manager's decision is final.