

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Shared Leave Fund

ADMIN 1-325

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 04/11/19

POLICY

Benefit-eligible, non-probationary library employees may qualify for leave from a shared fund. The fund provides a possible source of Paid Time Off (PTO) to any eligible employee who has sustained a catastrophic illness or injury, or whose immediate family member has sustained a catastrophic illness or injury. Catastrophic illness or injury is defined as a condition considered to be life threatening or which has the likelihood of serious residual disability affecting the mental or physical health of the employee or an immediate family member and requiring the services of a physician. A catastrophic illness or injury may require lengthy hospitalizations, necessary surgery requiring a lengthy recovery, and/or an on-going treatment regimen requiring frequent time off from work. Immediate family member is defined as the employee's spouse, domestic partner, parents and dependent children.

The Shared Leave Fund is not intended to cover any other types of absences for which an employee has insufficient leave.

An employee applying to draw leave from the Shared Leave Fund must have first exhausted all earned PTO, Personal Leave and Holiday Leave before being awarded Shared Leave.

Any employee who is eligible to earn PTO leave may choose to donate a portion of his or her accrued PTO to the Shared Leave Fund. Leave may not be donated to the Fund upon retirement, resignation or termination of employment.

Donated leave becomes the property of Daniel Boone Regional Library and may not be targeted by the donating employee for specific individuals, or withdrawn by or returned to the donating employee for any reason.

Donated hours do not qualify as a charitable gift under the IRS code and cannot be declared on income tax returns.

All donations to, and awards from the Fund will remain confidential.

PROCEDURES

Donating Leave:

1. Employees may donate up to 80 hours of PTO Leave per year, provided they retain the equivalent of two weeks leave in their PTO banks.
2. Personal Leave, Holiday Leave and Funeral Leave may not be donated to the Shared Leave Fund.
3. Leave may be donated to the Fund during the open benefit enrollment period each year.

Applying for Shared Leave:

1. Applications for using Shared Leave should be submitted in writing to the employee's immediate supervisor to ensure the absence is approved. The supervisor will forward the request to the HR Manager.
2. An employee may only apply to the Fund once per twelve month period.

Awarding Shared Leave:

1. The HR Manager and Executive Director will evaluate each request for Shared Leave and make the approval decision.
2. Donated hours are paid at the base salary rate of the receiving employee.
3. Employees using Shared Leave will continue to receive their regular benefits. Applicable taxes will be withheld and standard employee deductions will continue to be made during the period the Shared Leave is being used.
4. Employees receiving workers' compensation benefits are not considered to be in an "unpaid" status and are therefore not eligible to receive donated leave for the purpose of supplementing statutory workers' compensation benefits.
5. Determination of the awarded amount may depend on the amount of leave in the Fund and the number of pending applications at the time of the request.
6. An award of Shared Leave does not guarantee protection beyond FMLA.