



**KEN**

**TATE  
ITY**

## RELATED PROCEDURES:

Definitions:

These definitions apply to the terms as used in this policy:

- Employee: Any KSU employee who accrues annual or sick leave as a benefit of his/her employment.
- Immediate Family Member: Defined in KSU Family and Medical Leave policy
- Leave Donor: An employee that makes a voluntary, written request for the irrevocable transfer of sick leave to the shared leave pool. Once leave has been transferred to the leave pool, it may not be used by the donor for any other benefit purposes.
- Leave Recipient: Current KSU employee who has successfully completed the ninety (90) day probationary

- Participation eligibility shall cease upon employment termination (including retirement). Separating employees may not donate any additional unused sick leave hours to the pool at the time of separation.
- No employee shall be denied program participation if he/she meets the established participation criteria. However, funding limitations (e.g., grant funding) may impact eligibility and participation.
- Participating in the program is voluntary.
- Employees may not request the names of recipients nor the amount of time utilized from the respective donated time.
- Unused donated time will be forfeited after three (3) scal years,
- KSU may exercise exibility related to this policy in rare and exceptional circumstances, including, but not limited to pandemic emergencies.

If adopted, the program shall be subject to an annual review and continuation con rmation. This program should be administered in conjunction and accordance with all other related KSU leave policies and stipulations.

## ELIGIBILITY FOR BENEFIT:

In order to receive Shared Leave, the employee must:

- be a member of the leave program, and
- have completed the ninety (90) day probationary period of employment, and
- provide certi cation of a serious health condition from a licensed physician, and
- have exhausted all sick and annual leave (or provide credible medical evidence that he or she will exhaust all sick and annual leave before the medical condition is resolved).

## LEAVE DONATION:

Employees will be given the opportunity to donate a speci ed number of sick leave hours (in 7.5 or 8 hour increments up to a maximum of eighty (80) sick leave hours per enrollment period) from the employees' respective sick leave accounts to the shared leave pool by completing an Enrollment Form. A member must have a minimum of ten (10) sick leave hours (75 or 80 hours) remaining after donation. An employee must enroll in the program during the annual bene ts open enrollment period and again in January, if necessary. The donated leave will be transferred to the shared leave pool at that time.

## REQUESTING SHARED LEAVE:

An eligible employee may request shared leave by submitting the Request Form and a completed Physician's Certi cation Form to the shared sick leave program administrator. If the employee is incapable of making application on his or her own behalf, a personal representative, having documented power of attorney for the employee, may complete the written application on behalf of the employee.

A potential leave recipient may request up to 30 days of Shared Leave at one time or over the course of sca year.

## APPROVAL PROCESS:

Donated leave requests will be reviewed by the OHR on a first come first serve basis. The leave recipient will be notified within ten (10) working days after the completed request is received that:

- the request has been approved; and
- the date the employee may begin drawing leave from the pool; and
- if the employee has entered the status of leave without pay, the approved shared leave may be substituted retroactively to cover the period of leave without pay.
- Or the request has been denied along with the reason for the denial

## CONFIDENTIALITY:

Any medical information provided in conjunction with shared leave requests will remain confidential and will only be shared on a strict need to know basis directly related solely to shared sick leave program administration. Additionally, potential leave recipients, their representatives, or departmental constituent members may