

## FORSYTH COUNTY EMPLOYEES' SHARED LEAVE PROGRAM

### Purpose

To establish a uniform policy designed to provide an opportunity for county employees to share and/or receive leave donations during periods of prolonged absences from work due to a catastrophic medical condition, resulting in exhaustion of all paid leave.

### Policy

In cases of a catastrophic medical condition, an employee may apply for leave donations from other County employees and/or from the shared leave "bank." Consenting employees may agree to have leave donations transferred from their accumulated sick, annual and/or holiday leave balances to the sick account of a requesting employee or to the leave "bank". Coercion and/or intimidation are prohibited, and should be reported to the Human Resources Director.

Administration of this program will be by the Shared Leave Committee and there is no right to appeal. The Shared Leave Program is employee to employee and is being offered in addition to the benefits provided by the County. Shared Leave is not "accrued" or "earned" under this program. The County may modify or terminate the Shared Leave Program at any time in its sole discretion. The Shared Leave Program has no reference to or relationship with the County's Advance of Sick Leave Policy.

### Scope

All full-time and part-time employees with benefits and at least one year of employment with the County are eligible for this program.

### Definitions

Catastrophic Medical Condition: A non-job related illness/injury that is extremely serious, totally incapacitating, or life-threatening and for which the employee anticipates being absent from work for at least six weeks.

Immediate Family Member: Immediate family member includes parent, spouse and children.

Shared Leave Bank: A holding account for leave. Leave can be donated directly to this account by employees to unnamed recipients. Excess leave donated to individuals and unused leave is also deposited into this account. Donation drives to the Shared Leave Bank will be held periodically.

Direct Donations: Leave donated from an employee to a qualifying named recipient.

Shared Leave Committee: A committee of 7 voting members from various County departments whose job is to review applications for ***Request to Receive Donated Leave*** and to administer the Shared Leave Program. The Benefits Analyst from Human Resources will be a non-voting permanent member of the committee.

Terminating employment: Ending employment for any reason

## Rules/Procedures

### Recipient (Employee requesting shared leave)

1. Recipients may request shared leave donations for a Catastrophic Medical Condition when they anticipate being absent from work for at least six weeks. The catastrophic medical condition can be the employee's own or for their immediate family member.
2. The Recipient's current performance must be at an acceptable level (proficient or higher).
3. Recipients must exhaust all paid leave (sick, annual, holiday, and compensatory time) before receiving leave from direct donation or from the Shared Leave Bank. The application process can be started prior to the actual depletion of leave.
4. A ***Request To Receive Donated Leave*** form, available in the Human Resources department, must be completed.  
If the Recipient is unable to complete the application, their supervisor may do so upon verbal permission of the employee. No medical information can be released without the signature of the Recipient.
5. A ***Certification of Health Care Provider***, available in the Human Resources, department must accompany the application.
6. All applications to receive shared leave must first be submitted to the Recipient's department head for his/her comments before forwarding to the Human Resources department.
7. A Recipient that does not receive adequate leave from direct donations may be eligible for leave available in the Shared Leave Bank.
8. A Recipient may not receive more than 4 months donated leave per occurrence.
9. Upon returning to work or terminating of employment, any unused leave received under this policy will be removed from the Recipient's sick leave account and placed in the Shared Leave Bank. The Recipient will be able to retain any sick or annual leave accrued in their account while on paid leave.

### Donor

1. Employees donating leave must maintain a combined balance of 12 days of annual and sick leave (not to include holiday time).
2. Sick, annual and/or holiday leave may be donated to a qualifying named Recipient or to the Shared Leave Bank. Leave must be donated in one-hour increments.
3. A ***Request To Donate Leave*** form, available in the Human Resources department, must be completed. A specific form has been designed for this purpose.
4. Direct donations in excess of requested leave will be deposited in the Shared Leave Bank.
5. Terminating employees may donate annual leave, but are not eligible to donate sick leave.