

### III. TIME OFF BENEFITS

#### E. SHARED LEAVE POOL

The Shared Leave Pool was established as a means to transfer sick leave or vacation time to eligible employees. The maximum amount of time to be held in the Shared Leave Pool each year will be a total of 5000 hours.

##### **Donations to the Pool**

Employees may donate sick leave and/or vacation leave to the Shared Leave Pool one time per year to a maximum of 96 hours annually, Fire Medical personnel working 24-hour shifts may donate up to 136 hours annually. The time frame for the donation drive will be mutually agreed upon by the ERC and the human resources division.

Employees who wish to contribute to the Shared Leave Pool will complete a paper form and return to human resources or enter their donation in Executime, supervisors will approve, and human resources will audit.

##### **Grants of Hours from the Pool**

Employees with a serious health condition will be eligible to apply to use time from the Shared Leave Pool if they have:

- Completed 6 months employment with the City in a full time or part time regular status;
- Depleted their own sick leave, personal days, wellness hours, comp time, fitness days and Kelly days;
- Used all but forty (40) hours of vacation leave;
- A serious health condition as defined under the Family and Medical Leave Act.

Employees with an immediate family member (as defined under the FMLA) with a serious health condition will be eligible to apply for use of the remainder of their own Sick Leave Balance and time from the Shared Leave Pool if they have:

- Completed 6 months employment with the City in a full time or part time regular status;
- Depleted their personal days, wellness hours, comp time, fitness days and Kelly days;

- Used the family sick leave hours (as allowed by sick leave policy) for illness of a family member;
- Used all but forty (40) hours of vacation leave;
- An immediate family member with a serious health condition as defined under the Family and Medical Leave Act.

Employees receiving compensation under the City's worker's compensation program are not eligible for Shared Leave.

Applicants for Shared Leave must provide a physician's report (Typically the FMLA Certification of Healthcare Provider) documenting the nature of their own or immediate family member's illness or injury and the approximate date the employee expects to return to work per the reporting requirements outlined in the City's FMLA policy. The Shared Leave Review Board may request additional information.

Any application to the Shared Leave Pool shall include a written recommendation from the Department Director. The maximum number of hours from the Shared Leave Pool that may be granted per calendar year is 520 (720 for Fire Medical personnel working 24-hour shifts).

The Shared Leave Review Board will consist of three people: one from the Human Resources Division, one from the ERC, and one employee chosen by the City Manager's Office.

Shared Leave will only be granted to an applicant as the result of a unanimous vote by the Shared Leave Review Board. The Shared Leave Review Board shall determine the amount of shared leave and if applicable sick leave to grant to the individual, considering all relevant factors, including the amount of shared leave available in the shared leave pool, the length of proposed leave and effective past usage of sick leave by the employee. Any shared leave granted to an employee shall be conditioned upon continued compliance with this policy and the City's FMLA policy.