

## **WE NEED YOUR SHARED LEAVE DONATIONS!**

The Shared Leave Pool was established as an avenue to donate accrued sick or vacation leave to eligible employees personally experiencing a serious illness or to help their family members in times of need. Currently, we are at risk of running out of these donated, shared leave hours.

Running out would critically hinder our ability to help fellow employees when unforeseen illness and injury affect their lives. We need your help, and given the current pandemic climate, time is of the essence. Over the years, shared sick leave has been an incredible asset for our fellow workers, many of whom work beside you every day.

We're asking you to help by donating your hours to keep this benefit available to those in need! Beginning on **March 29<sup>th</sup>**, you can donate hours through Executime (preferred method). If you are unable to donate through Executime and still want to give, complete the paper form, scan, and email it to [humanresources@lawrenceks.org](mailto:humanresources@lawrenceks.org). This shared leave drive will end on **April 25<sup>th</sup>**, and hours will be deducted from the **May 15<sup>th</sup>** paycheck.

We know there is stress and worry about what the future holds, and we want to start by thanking every one of you for your contributions and hard work through difficult times. We are incredibly grateful for all that you do for our city and each other - let's all chip in a little to make sure we can continue to support one another during these uncertain times.

Thanks in advance for your help,

City of Lawrence Employee Relations Council