

Procedure: Leave Sharing

Computation of Leave Transferred

Computation of leave transferred shall be as follows:

1. Calculate the value of donated leave as days donated times donor's daily rate of pay.
2. Convert to the value of shared leave by dividing the value of donated leave in #1 by the recipient's daily rate of pay.
3. Once calculated, the leave is coded as shared leave and maintained separately from all other leave balances for the recipient.
4. One (1) day of donated leave may cover more or less than one (1) day of the recipient's leave.
5. The recipient will continue to be paid his/her regular rate of pay while on shared leave.
6. Transfers of leave shall not exceed the requested amount.

Disposition of Unused Leave

Any shared leave not used by the recipient in a 12-month period following the request for leave shall be returned to the donor(s).

If the recipient continues to need shared leave after a 12-month period, a new request for shared leave shall be submitted pursuant to the provisions outlined in Policy 5406 "Eligibility to Received Shared Leave".

Any shared leave not used by the recipient during each incident/ occurrence as determined by the Superintendent or his/her designee shall be returned to the donor(s).

The shared leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to each donor's vacation or sick leave balance.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave for purposes of this program.