



Policy and Procedures Manual
Application: Full Time Personnel
Section A2.3 Sick Leave Sharing Program

A 2.3 SICK LEAVE SHARING PROGRAM

Program:

The purpose of this policy is to allow ECU employees to donate sick leave to fellow ECU employees who are suffering from, or have a relative suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause the employee to take leave without pay or terminate employment. Donations made under this policy are gifts. This policy does not create an entitlement or expectation of shared leave for specific and/or eligible employees. Receipt or donation of shared leave is not intended to constitute or obligate debt or reciprocity. Donations to the Leave Sharing Program shall be for one year; the Leave Sharing Program's balance returns to zero at June 30th of each fiscal year, and all unused sick leave remaining in the Leave Sharing Program will become null and void.

Any request to use leave from the sick leave sharing program is subject to review by the Employment Services Office. Exceptions will be at the approval of the appropriate administrative channels up to the Office of the President. The Employment Services Office may request additional information in connection with a request for leave. Approval of any request may be conditioned upon the receipt of medical or other information relevant to the request.

Donors:

To donate leave, an employee must maintain a sick leave balance of no less than 30 days. Total annual donations may be made in amounts no greater than five days at a time with a cap of five days in a given fiscal year.

Donors are to keep in mind that employees who retire with benefits from Oklahoma Teachers' Retirement under the "Rule of 80" and "Rule of 90" will receive an extra year of service if they have 120 or more days of accumulated sick leave at the time, of retirement. For more information contact O.T.R.S. **Donations are irrevocable.**

Recipients:

Recipients of leave donations must have received no disciplinary actions for abuse of sick leave, and must have exhausted all earned vacation, and compensatory time. A recipient cannot receive more than 25 days of sick leave in a 12 month period. Under the program, they will receive their normal pay and benefits, but will not accrue additional leave time while utilizing leave share. Donated leave may only be used for the purposes specified in this policy.

Guidelines and Limitations:

- All donations of leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating paid leave for the purposes of the Leave Sharing Program.
- An employee's total of all unused paid leave and donated time shall not exceed one semester off work, unless approved by employee's immediate supervisor and Vice President.
- An employee's eligibility to receive donated leave through the Leave Sharing Program ends upon their return to full-time benefit accrual status.
- Persons involved in the administration of the ECU Leave Sharing Program are responsible for protecting the privacy of leave recipients and donors. All communications with either group will be kept confidential.

To participate in the Leave Sharing Program as a donor or recipient, the employee must complete the appropriate application form, available in the Office of Employment Services. The Employment Services staff will secure all signatures, approvals and required documentation.