Policy ID:	ADM-EMP-49 Minor Revision 6
Title:	Leave Share
Description:	Donating and allocating accrued sick leave
Category:	Human Resources
Applies to:	staff,faculty
Contact:	Human Resources
Purpose:	To alleviate the hardship caused by a severe or extraordinary illness or injury which forces an employee to exhaust all leave time (including vacation and compensatory time) earned by that employee and subsequently have no leave time available, resulting in a loss of compensation.

Policy Statement: Serves as a depository into which participating employees may donate accrued sick leave for allocation to other participating employees.

1. Employee must be employed full-time by the University for a minimum of twelve (12) consecutive months. Must be an active employee, have donated a minimum of eight (8) hours of sick leave to the program for the year in question and have a remaining, on-going sick leave balance of at least (80) hours immediately prior to the hardship caused by a severe illness or injury.
2. Employee has exhausted, or will exhaust all annual leave and sick leave due to illness, injury, impairment, physical or mental condition, which is of an extraordinary or severe nature, and involves the employee or a related person of the employee. To receive Leave Share for the care of a related person, an appropriate licensed medical professional's statement must be submitted to the Human Resources Office documenting the employee as the primary caregiver.
3. Employee must be off work for at least two (2) weeks, whether paid or unpaid, prior to application for Leave Share.
4. Employee's injury or illness is not covered by the Oklahoma Workers' Compensation System.
5. Leave Share ends when the employee (or their related person) has been released by an appropriate licensed medical care professional's statement, death, or the employee has been on leave for six (6) months, whichever comes first.
6. Because pregnancies do not constitute a severe or extraordinary illness or injury, they are not covered by the Leave Share program. Severe or extraordinary complications related to pregnancy of an extreme or life-threatening nature may be covered if approved by the Leave Share committee.
7. Leave Share will run concurrently with the Family Medical Leave Act. Employees will contact the Office of Legal Counsel to sign FMLA forms.
8. If Leave Share is requested more than once during the March-February year, the Leave Share committee will review the request and make a judgment based on their findings. Regardless, no more than a maximum of two (2) months payments of full pay and four (4) months of 1/2 pay is available in any twelve (12) month period.
9. Approval or denial of Leave Share is final and is not subject to any appeal, grievance or arbitration procedure applicable to employees.

Glossary of Terms: Related person - defined as immediate family: parent, spouse, partner, child, brother, sister, mother-in-law, father-in-law, grandparent, brother- or sister-in-law, son- or daughter-in-law, step-parent, step-children, grandparent-in-law, step-brother or sister-in-law, grandchild or dependents who live in the same household as the employee. Leave Share for the care of relatives not defined here is subject to committee approval.

Partner - two individuals of the same gender or different genders who have entered into a relationship which is the functional equivalent of a marriage.

Dependent - defined by the IRS-approved guidelines to determine dependent status.

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Legal Citation:	Family Medical Leave Act (FMLA)
Campus Links:	Documents and Forms - Leave Share Request Form Leave Share Donation Form
FAQs:	
Formerly known as:	

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Effective date:	12/01/2005
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