



# Policy & Procedure

Subject: SHARED LEAVE		
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Approved by: JAMES C. BACON, JR.	Effective Date: 10/21/2002	Supersedes: 4/25/2001

## 1.0 PURPOSE:

To establish the City's policy providing shared leave to employees.

## 2.0 ORGANIZATIONS AFFECTED:

All departments.

## 3.0 REFERENCES:

City of Puyallup Ordinance 2219.  
Policy 2.3.6 Absence from Work  
Policy 2.7.4 Sick Leave

## 4.0 INTENT:

The purpose of shared leave is to permit City employees, at no additional cost to the City, to aid another City employee who is suffering from or who has an immediate family member 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 to terminate his or her employment.

## 5.0 DEFINITIONS:

5.1 “Extraordinary or severe” condition is defined as extreme and/or life threatening. Examples of conditions not considered “extraordinary or severe” include normal pregnancy/delivery, sprained ankle, chicken pox, cold, flu, or elective cosmetic surgery.

5.2 For purposes of this policy, “immediate family member” means a child, spouse, parent, parent-in-law, grandparent, sibling, or other person for whom the employee has the legal caretaker responsibility.

- 5.3 “Child” means biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.
- 5.4 “Parent” means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

## 6.0 PROCEDURE:

- 6.1 Shared leave may be requested by a non-probationary regular-status employee needing shared leave or by any individual aware of an employee's need for shared leave by notifying the Human Resources Department in writing. If the request is submitted by someone other than the employee, the request will not be processed further without the employee's consent. The request for shared leave will be considered if all of the following conditions apply:
- 6.1.1 The employee suffers, or has an immediate family member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which is likely to cause the employee to take leave without pay or to terminate his/her employment with the City.
- 6.1.2 The employee has depleted or will deplete his/her total accrued vacation, sick leave, compensatory time, holiday time and other accrued paid leave.
- 6.1.3 Prior to the use of shared leave, the employee has abided by the City's “Sick Leave” and “Absence from Work” policies. Failure to provide proper leave notification to the employer in a timely manner and/or receipt of any corrective/disciplinary action for absenteeism or attendance-related problems may be cause for denial of this request.
- 6.1.4 The employee has been found to be ineligible for Labor and Industries worker's compensation benefits or LEOFF I disability leave.
- 6.1.5 The employee has provided a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
- 6.2 The department director/manager, with the approval of both the Human Resources Director and City Manager, may permit an employee to receive shared leave under the provisions of paragraphs 6.1.1 through 6.1.5.
- 6.3 The department director/manager, in consultation with Human Resources, will determine the amount of shared leave which an employee may receive. The employee will provide appropriate medical justification and documentation which supports the necessity for the leave and the duration of the absence. An employee may receive no more than a total of 160 hours of shared leave in any 12-month

period. The 12-month period is defined as a 'rolling' 12-month period measured backward from the date an employee uses shared leave.

- 6.4 Department directors/managers will approve the transfer of a specified amount of accrued vacation leave to shared leave. The donating employee may donate any amount of vacation leave provided the donation does not cause the employee's vacation leave balance to fall below eighty hours. For part-time employees, requirements for annual leave balances will be prorated.
- 6.5 Leave may be transferred from employee(s) in one department to an employee of the same department or to an employee of another department.
- 6.6 While an employee is on shared leave, he/she will continue to be classified as a City employee and shall receive salary and benefits as he/she would otherwise receive if using accrued leave.
  - 6.6.1 All salary benefit payments made to the employee on a shared leave shall be made by the department employing the person using the shared leave.
- 6.7 The Finance Department is responsible for computing the values of donated leave and shared leave as well as for adjusting the accrued leave balances to show the transferred leave. The receiving employee shall be paid his or her regular rate of pay; therefore, one hour of shared leave may cover more or less than one hour of the recipient's salary. The dollar value of the leave is converted from the donor to the recipient. Records of all leave time transferred will be maintained and the value of any leave transferred which remains unused will be returned at its original value to the employee or employees who donated the leave.
- 6.8 The Human Resources Department will monitor the program and maintain all shared leave records to ensure impartial treatment of all City employees. Inappropriate use of the provisions of this policy may result in the cancellation of the donated leave or use of shared leave. In no event will any unused shared leave be paid to the donee employee in the event of leaving the City's employ.
- 6.9 The City of Puyallup, in its sole discretion, may cancel this program. Participation in the program will be predicated upon a receipt from each affected bargaining unit of a written waiver by the appropriate union representative indicating that the union understands that the program will not establish a past practice by the City or otherwise obligate the City to continue the program and acknowledges that the City may cancel the program at any time or review it on one-year increments, extending it from time to time as the City, in its sole discretion, determines appropriate.
- 6.10 Employees wishing to donate accrued vacation leave to another employee should obtain a Vacation Donation Form from Human Resources. (See attached)

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

