

**PERSONNEL POLICIES AND PROCEDURES**

02.07.11

SUBJECT: SHARED LEAVE

PURPOSE: To provide a process where employees may contribute sick leave accruals and/or other leave accruals to a Shared Leave Account to assist employees who are suffering from an extraordinary medical emergency, which would otherwise cause the employee to go on leave without pay or terminate employment from the City, and which creates a financial hardship for that employee.

STATEMENT OF POLICY:

Administration

1. The shared leave program shall have general oversight by the Administrative Services Department, with specific recommendations for leave being made by the City of Tukwila Healthcare Committee members (one representative from each bargaining unit, plus one non-represented employee).
2. The Healthcare Committee shall work with the Administrative Services Director in defining what constitutes examples of "extraordinary medical emergency" for the purposes of this policy.
3. The Healthcare Committee shall have sole authority to review and determine eligibility and award of shared leave to employees making requests, but shall not exceed the balance available in the Shared Leave Account.
4. The Healthcare Committee shall meet in special session, as needed, to review requests on a case-by-case basis.
5. A Shared Leave Account shall be established by the Finance Department and coordinated with the Administrative Services Director.

Eligibility Criteria

1. The employee suffers from an extraordinary medical emergency, and has or will shortly exhaust all leave accruals (i.e. sick, vacation, compensatory time), and which will create a financial hardship for that employee.
2. The employee has complied with the City's sick leave program, i.e. has not abused sick leave privileges prior to his/her condition that has resulted in the need for shared leave. (Refer to Personnel Policy & Procedure 02.03.15, Absenteeism.)
3. Employees are not eligible for shared leave if on workers' compensation or receiving LEOFF I disability benefits.
4. Employees with individual or group disability insurance coverage may request shared leave in the amount of the percentage difference that is not covered by the disability insurance policy in order to reach 100% of the employee's regular gross pay.



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5. The use of shared leave shall not significantly increase the City's costs, except for those costs which would otherwise be incurred in the administration of this program or which would otherwise be incurred by the employee's department.
6. The employee shall notify the Personnel Department and provide appropriate medical justification and documentation, both of the necessity for the leave and length of time which the employee reasonably can be expected to be absent due to the condition. Such information shall be on forms as prescribed by the Personnel Department in order to comply with Family Medical Leave Act (FMLA) requirements, when appropriate, and to facilitate the meeting of the Healthcare Committee. Medical information shall be provided which is limited to that which is necessary for the Healthcare Committee to make a decision concerning the severity of the medical condition and need for the shared leave.

### Amount of Leave Received

1. An employee may have access to a maximum of 480 hours (twelve weeks) of shared leave during a twelve month period, on an as-needed basis, and with review and recommendation of the Healthcare Committee. Firefighters may have access to 672 hours (28 shifts).
2. The employee's department shall indicate "Shared Leave Account" (SLA) on the employee's payroll sheet for audit by Payroll.

### Donation and Transfer Process

1. Time that is donated shall be placed in an appropriate fund as determined by the Finance Department. Such fund shall provide for carryover of any fund balance from year to year.
2. All donated accrued time shall be transferred in eight hour increments for regular employees and in increments of one 24-hour shift for Firefighters.
3. Initial donations to the Shared Leave Account shall be made the first full month following adoption of this policy. If the Shared Leave Account runs between \$10,000 and \$15,000 and there is a need, an open enrollment will be done.
4. The maximum amount of combined leave an employee may donate shall be 24 hours (3 days) of sick and 24 hours (3 days) of vacation for regular employees, or 72 hours (3 shifts) of sick and 72 hours (3 shifts) of vacation for Firefighters, during any donation period.
5. To be eligible to donate sick leave, an employee must maintain a minimum accrued sick leave balance that can be earned over a twelve month period. There is no minimum accrual required for vacation leave.
6. Once an employee donates leave to the Shared Leave Account, the value of those hours donated shall be administered by the Healthcare Committee. The donating employee relinquishes all rights and benefits relating to the donated leave.



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"Value" of Leave:

1. A dollar value will be established at the time of donation based on the donating employee's hourly rate of pay (number of hours donated times hourly rate). The Shared Leave Account will maintain a record of hours donated and the dollar value of leave donated.
2. Calculation for use of shared leave will be based on the hourly rate of the employee using leave, subtracting from the value of the Shared Leave Account (number of hours used times hourly rate).

EXAMPLE

<u>Employee</u>	<u>Hours Donated</u>	<u>Hourly Rate</u>	<u>Leave Value</u>
A	8	\$10.00	\$ 80.00
B	8	\$15.00	\$120.00
C	8	\$12.00	\$ 96.00
D	<u>8</u>	<u>\$20.00</u>	<u>\$160.00</u>
<i>Total Donated</i>	32	<i>Average \$14.25</i>	<i>\$456.00</i>

<u>Employee</u>	<u>Hours Used</u>	<u>Hourly Rate</u>	<u>Leave Value</u>
X	16	\$14.00	(\$224.00)
Y	<u>8</u>	<u>\$20.00</u>	<u>(\$160.00)</u>
<i>Total Used</i>	24	<i>\$34.00</i>	<i>(\$384.00)</i>
<i>Shared Leave Account Balance</i>			<i><u>\$ 72.00</u></i>

3. The Finance Department (Payroll) is responsible for managing the transfer of hours, and dollars, to include all related recordkeeping in the Shared Leave Account.
4. Shared leave belongs to the Shared Leave Account until actually used by an employee. Employees who leave City service prior to utilizing the authorized amount of Shared Leave shall not be paid off for any balance of shared leave hours.

EFFECTIVE: Immediately

DATE: 10/26/98

APPROVAL:

[Signature]  
Mayor or City Administrator

[Signature]  
Administrative Services Director

REVISED: October 13, 1998