



City of SeaTac Leave Sharing Policy

Date Issued:	July 25, 2006
Issued by:	Steve Mahaffey, Human Resources Director
Approved by:	Craig Ward, City Manager
Policy Number:	1.10

Purpose:

The City recognizes the emotional and financial difficulties that an employee may experience as a result of a serious long term illness or injury in which an employee has exhausted all of his/her accrued leave. Therefore, a leave sharing program is established for the purpose of permitting City employees, at no additional cost to the City other than administrative costs of administering the program, to donate leave to a co-worker who has a serious health condition that has caused an extensive absence from work.

Policy:

The City shall provide a process to allow employees to share sick leave and vacation leave with a co-worker who is suffering from or has an immediate family member who is suffering from a serious health condition that has caused or likely will cause the employee to take leave without pay or to terminate employment.

Scope:

All regular full-time and part-time employees are covered by this policy except Fire Fighters who are currently covered by City Ordinance.

Eligibility to Request Leave Donation:

- An employee who is suffering from, or has an immediate family member who is suffering from a serious illness or injury. Examples of serious health conditions include life threatening or major illnesses or accidents that require extensive time off from work.
- The employee has exhausted, or will soon exhaust all sick leave, vacation, compensatory and all other leave time.
- The employee has complied with the City's sick leave policy and has no record of discipline for sick leave abuse in his/her personnel file.
- The employee is not eligible for long term disability insurance payments at the time he/she requests leave donation.
- The employee has diligently pursued and has been found to be ineligible for State Industrial insurance benefits.
- The employee must have a demonstrated need for at least 40 hours to be eligible for the leave donation program.
- Normal childbirth and adoption leave are not valid reasons to request leave donation.

Process to Request Leave Donation:

- An employee shall make a written request to the Human Resources Director for leave donation. The request shall contain the reason for the request, estimated return to work date and supporting documentation from the employee's physician or health care provider. If an employee is not capable of making a request on their own behalf, a family member or co-worker may make the application for the employee. The employee shall also note specifically the medical or personal information he/she authorizes the City to release to fellow employees in the leave request.
- Leave donations shall be turned in to the HR Department.
- The Human Resources Director shall review the application and determine if the request meets the requirements for shared leave. The Human Resources Director will notify the person requesting leave whether the request is approved or denied.
- If the request is approved, the Human Resources (HR) Department will send a request to City employees for leave donation on behalf of the requesting employee.

Donation of Shared Leave:

An employee requesting to donate leave time to a fellow employee shall fill out a leave donation request form and return it to the HR Department. An employee may donate vacation or sick leave as long as the following minimum balances are maintained:

- An employee must have a minimum of 80 hours of sick leave after a donation is given.
- An employee must have a minimum of 40 hours of vacation leave after a donation is given.
- All leave donations shall be strictly voluntary. No employee shall be pressured to donate leave.
- Leave time shall be transferred hour for hour with no consideration given to the relative value of leave donated to the leave used.
- All leave donations shall be kept confidential.
- While the amount of sick leave donated shall be deducted from the sick leave balance of the person donating the leave, it shall not be considered sick leave used during the year. Therefore, donated leave shall not affect the calculation for the amount of leave to be cashed out in the annual sick leave cash out program.

While on Shared Leave:

While utilizing shared leave an employee shall be considered on paid leave and receive the same salary, wages and employee benefits as he/she would normally receive if using their own accrued leave.

Maximum of Donated Leave:

The maximum amount of shared leave hours that an employee shall be eligible to receive is 1040 hours.