



Title:	Donating and Receiving Shared Leave
Number:	200
Effective:	December 1, 2013
Cancel:	March 6, 2006
Prepared by:	Human Resources
Approved by:	Authority Board Resolution No. 2013-28

PRO-200 DONATING AND RECEIVING SHARED LEAVE

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| <u>Action By:</u> | <u>Action:</u> |
| Requesting Employee | 1. Contacts Human Resources Manager to determine if shared leave is appropriate. |
| Human Resources Manager | 2. Ensures shared leave request is due to a catastrophic situation and meets the criteria as outlined in POL-201. |
| | 3. Verifies leave balances have been, or will be, exhausted. |
| | 4. Verifies if shared leave request is to be anonymous. |
| | 5. Approves or denies request for shared leave. If denied, informs requesting employee of reason for denial via memo. |
| | 6. If approved, informs employees of the request/need for shared leave. |
| Donating Employee(s) | 7. Completes and submits appropriate form to Human Resources. |
| Human Resources Manager | 8. Accepts donated leave. |
| | 9. If an operator is donating vacation hours, verifies that vacation time does not affect pre-approved, scheduled vacation. |
| | 10. Monitors donated leave use. |