

## **Leave Policy Committee**

### **Proposal for Policy Changes to the Sick Leave Sharing Program**

**Summary:** It is the recommendation of the Leave Policy Committee to update/more clearly define the Sick Leave Sharing Policy, section 12.9.7 of the Administrative, Professional and Support Staff Employee Handbook. The current policy contains ambiguous language and does not reflect current titles or structure of the University.

The following recommendations will address the current issues of the Shared Leave Policy of Southeastern Oklahoma State University by updating the language to more clearly define who is eligible, what is considered a qualifying event and how determination of eligibility is determined.

#### **Recommendations**

##### **Request Approval Committee**

The determination of who receives requested Shared Leave time should be made by a committee comprised of five people, one from each of the following:

- Applicant's immediate supervisor
- Faculty Senate member
- SSA Executive Council member
- Employee Payroll & Benefits Services
- Compliance Office or ODA representative

##### **Solicitation for donated shared leave time**

Solicitation for donated shared leave time should be done by Employee Payroll & Benefits Office to those employees that will otherwise lose said time regardless of the amount of accumulated time in the Sick Leave account/bank.

##### **The words "catastrophic" & "extraordinary" should be replaced with the following**

The SE Sick Leave Sharing Program provides a means for University employees to donate paid leave to fellow employees who are eligible for and require donated sick leave time due to the employee or an immediate family member of the employee suffering from an extreme or life threatening illness, injury, impairment, or physical or mental conditions which has caused, or is likely to cause, the employee to take leave without pay or terminate employment. For the purposes of this policy "immediate family member" is defined as spouse, parent, child or stepchild of the employee. Also included are foster children, legal wards, and in-laws.

##### **Donated shared leave time should include vacation time**

Employees should have the option of donating their accrued vacation time to the Sick Leave Sharing Program.

**The Sick Leave Sharing Program should include a statement advising that the Sick Leave Sharing Program Request Approval Committee has the final say on all requests**

All outcomes, decisions, approvals, denials and/or extensions of requests submitted for Shared Leave time are at the discretion of the Shared Leave Committee.

**The application for the Sick Leave Sharing Program should include an affidavit for situational explanation**

The application to request approval for the Sick Leave Sharing Program should include an affidavit for the employee to explain their hardship and personal situation for the committee to review. This will allow the committee to have more insight and information in making an informed decision.

**The application for the Sick Leave Sharing Program and the Donor application should be updated**

The current applications should have the wording changed so that it is identical to that in the Sick Leave Sharing Program policy. The titles on the applications should be changed to reflect current departmental titles and University structure.

**Short-term and long-term disability payments can be supplemented by Sick Leave Sharing Program time to compensate for a full monthly income**

For those employees that choose to take advantage of the short-term disability coverage, they should be able to request time from the Sick Leave Sharing Program to cover the amount of their typical monthly income that is not supplied by the short-term disability coverage. This should also be an option when long-term disability kicks in, but only up to the established 260 days of time available per the Sick Leave Sharing Program.