



## **PURPOSE:**

Kentucky State University (KSU) has established a shared leave pool (SLP) to provide a source of additional paid sick leave for employees who have exhausted all available sick and vacation leave as a result of a catastrophic illness or injury. Shared leave pool benefits are made available through voluntary donations of sick leave hours from current employees.

## **APPLICABILITY:**

Full-time eligible faculty and staff with three (3) months of continuous service and is unable to perform regular work duties, and have exhausted or will have exhausted all forms of paid leave at the time shared leave is granted. If the employee is eligible for the FMLA, the employee must have applied for and been approved for FMLA coverage for the same condition to qualify for and

Medical Leave Act (FMLA), including, but not limited to: overnight hospital care and its resulting incapacity or subsequent treatment, chronic conditions requiring medical treatment, or permanent long term conditions requiring medical treatment.

Upon returning to work, a shared leave recipient will be expected to provide a release to return to work from a health care provider to the Office Human Resource (OHR).

Shared leave, in and of itself, does not provide job-protected leave. Shared leave serves to assist those employees in maintaining paid leave status during an absence due to an extreme or life-threatening medical condition. Shared Leave may be granted for a maximum of thirty (30) days per designated condition.



## RELATED PROCEDURES:

### Definitions:

These definitions apply to the terms as used in this policy:

- Employee: Any KSU employee who accrues annual or sick leave as a benefit of his/her employment.
- Immediate Family Member: Defined in KSU Family and Medical Leave policy
- Leave Donor: An employee that makes a voluntary, written request for the irrevocable transfer of leave to another employee.



- Employees receiving compensation from shared sick leave will continue to accrue annual and sick leave during their absence. Accrued annual and sick leave will be applied before shared leave.
- A shared leave recipient cannot receive shared sick leave along with other short term or long term income protection benefits (such as SSI, Workers Compensation, etc.),





Donated leave requests will be reviewed by the OHR on a first come first serve basis. The leave recipient will be notified within ten (10) working days after the completed request is received that:

- the request has been approved; and
- the date the employee may begin drawing leave from the pool; and
- if the employee has entered the status of leave without pay, the approved shared leave may be substituted retroactively to cover the period of leave without pay.
- Or the request has been denied along with the reason for the denial

**CONFIDENTIALITY:**

Any medical information provided in conjunction with shared leave requests will remain confidential and will only be shared on a strict need to know basis directly related solely to shared sick leave program administration. Additionally, potential leave recipients, their representatives, or departmental constituent members may not reveal any health information or medical condition as part of their application for shared leave as such communications may violate HIPAA, GINA and other privacy guidelines.

**MEMBERSHIP TERMINATION:**

An employee may withdraw from the pool at any time by sending a 71.4(s) by 71.4(s) by