

**Macon County
Voluntary Shared Leave Program**

Administering Office: Human Resources

Any employee may donate leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence from work for a prolonged period of time.

The following provisions govern the scope and operations of the voluntary shared leave program for Macon County employees.

A. PURPOSE

To permit voluntary sharing of vacation or sick leave among county employees for the benefit of employees who exhaust all their earned leave due to serious and prolonged medical conditions. An immediate family member may donate annual or sick leave to another immediate family member. A non-family member may donate only annual leave to another employee.

B. SCOPE

This policy applies to all county employees in leave-earning positions, both subject to and exempt from the State Personnel Act.

C. POLICY

In case of a serious and prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from other employees.

The intent of this policy is to allow one employee to assist another who is experiencing a serious, prolonged medical condition. The policy is not intended to apply to incidental, routine, or short-term medical conditions.

Eligibility for participation depends upon there being a medical condition which will cause an employee to be absent from work for a prolonged period of time (typically 20 consecutive workdays); the absence will be the result either of personal illness or of caring for an immediate family member; and the employee will incur substantial loss of income due to limited accumulation in his/her leave account.

The use of vacation or sick leave on a shared basis for any purpose other than that specified by this policy is prohibited.

Establishment of a leave "bank" for use by unspecified employees is prohibited.

An employee may not directly or indirectly intimidate, threaten, or coerce any other employee for the purpose of interfering with any right which the latter may have with respect to donating, receiving, or using vacation or sick leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of detrimental personal conduct.

Individual leave records are confidential, and only individual employees may reveal their transfer or receipt of leave. The donor is not permitted to receive remuneration for the leave transferred.

An eligible employee may apply or be nominated by a fellow employee for participation in the program. The non-relative employee donor will not be allowed to transfer annual leave when the result

of such transfer will exhaust that employee's annual leave to less than 40 hours. The Human Resource Director and the County Manager will approve or disapprove participation by employees from their respective departments.

Participation in the shared leave program, either as donor or recipient, is subject to limitations with respect to eligibility, minimum and maximum transfers, type of leave transferred, verification of medical condition, and disposition of unused leave, among others. These requirements, as well as procedures and forms for the shared leave program, are available upon request at the Macon County Human Resources Office.

BOC Approved – 11.13.12