

Kingman County
Kansas
Personnel Policy Manual

Policy #17
Shared Leave

Commission Approved
Date: 5/3/05

17 Shared Leave

- 17.1 Shared Leave may be granted to an employee if the employee is experiencing a life-threatening illness, injury, impairment, or physical or mental condition which has caused and continues to cause the employee to take leave without pay or to terminate employment. *Examples* of "life-threatening" illnesses include: cancer, ALS, and HIV.
- 17.2 All county employees hired or appointed in a regular position and who accumulate sick leave shall be eligible for participation in the shared leave program.
- 17.3 The maximum duration of shared leave granted for an employee's illness or injury is six (6) months unless the employee does not qualify for long-term disability, in which case the maximum duration is twelve (12) months. While using shared leave, an employee will continue to accrue leave at the regular rate which must be deducted each appropriate pay period before shared leave is used. When an employee receives Worker's Compensation, long-term disability payments, or both, the employee is ineligible to receive shared leave.
- 17.4 Recipient eligibility requirements are as follows:
- Six (6) months of continuous County service.
 - Satisfactory attendance record.
 - Exhausted all forms of paid leave (i.e., must use accumulated leave before the use of leave without pay).
 - Cannot perform duties or is otherwise incapacitated and unable to work as a result of the illness/condition.
 - Not eligible to receive Worker's Compensation, long-term disability or both.
- 17.5 Donor eligibility and provisions are as follows:
- Sick leave donation requires a balance of 40 hours after donation. Donations made at the time of an employee's separation of service require no remaining balance.
 - Employees may also donate vacation leave. Vacation leave donation requires a balance of 40 hours after donation.
 - Donations may be made to a specific, eligible employee or to the general Shared Leave account.
- 17.6 Upon employee termination: Sick leave hours not used are the property of the County and shall be deposited in the Shared Leave account.

- 17.7 Determination of eligibility shall be the responsibility of the Commissioners. The Commissioners reserve the right to request from the employee substantiating, objective documentation to validate the employee's claim of illness or injury. If deemed appropriate, determination of eligibility may be made, upon the direct request of the Commissioners, by them and/or their designee. Said designee shall review the same documentation and eligibility requirements as indicated elsewhere in this policy.
- 17.8 Determination of satisfactory attendance shall be the responsibility of the Commissioners in consultation with the employee's immediate supervisor and/or department head.
- 17.9 To initiate this process, the employee will complete the Shared Leave Request Form, which shall be available through the County Clerk's office. Once completed, the employee will follow the steps outlined on the form.