

## **PAMLICO COUNTY SHARED LEAVE POLICY**

- A. Purpose:** There are occurrences brought about by prolonged medical conditions that cause employees to exhaust all available leave and therefore be placed on leave-without-pay. It is recognized that such employees could be without income at the most critical point in their work life. It is also recognized that fellow employees may wish to voluntarily donate some of their vacation leave to convert to sick leave to aid a fellow employee. This policy provides an opportunity to assist another affected by a medical condition that requires absence from duty for a prolonged period resulting in possible loss of income.
- B. Policy:** In those cases of a prolonged medical condition, an employee may apply for or be nominated to become a recipient of vacation leave transferred from the vacation leave account of one (1) or more employees within the county. The transferred leave will be placed in the recipient employees sick leave account. For purposes of this policy, medical condition means medical condition of an employee or immediate family member that is likely to require an employee's absence from duty for a prolonged period of at least twenty (20) consecutive workdays. The intent of this policy is to allow one (1) or more employees to assist another in cases of prolonged medical conditions, resulting in exhaustion of all earned leave.
- C. Guidelines:**
1. The request for transfer, conversion to sick leave and use of leave from one individual to another shall be presented in writing to the Human Resources Director by the appropriate Department Head with the Department Head's recommendation for approval.
  2. An employee or supervisor may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right an employee may have to donate, receive, or use vacation leave under this program. Such action shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donating employee may not receive remuneration for the donation of leave.
  3. Recipients will not bank leave donations.
  4. An employee who has received disciplinary action due to attendance issues within the past twelve months is ineligible for participation in this program.
  5. Shared leave is available for an employee's care or the caring of an immediate family member. Immediate family includes a spouse, child or parent as defined in the Family and Medical Leave Act.
  6. Shared leave is not available to part-time, temporary, or intermittent employees.
  7. Employees can receive up to a maximum of one hundred sixty (160) hours of shared leave within a 12-month period.
  8. Shared leave may only be donated in four-hour increments.
  9. If donating vacation leave, the donation cannot cause the employee's current vacation leave balance to fall below eighty (80) hours.
- D.** Employees must submit required paperwork to include supporting documentation as needed. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave.