University Policy 7220

Shared Leave

Effective Date

July 1998

Last Revision Date

April 30, 2010

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1212
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all benefit-eligible University employees.

Additional Authority

- Idaho Code §67-5335(7)

1. Policy Purpose

To allow benefit-eligible University employees to transfer accrued vacation leave to any eligible state employee for use as paid sick leave when that employee, or an immediate family member, suffers from a serious illness or disability or other health reasons necessitating the employee’s absence from work, or in situations where the employee’s personal attendance is required or desired because of a serious illness, disability, or death and funeral in the family.
2. Policy Statement

It is the policy of Boise State University that benefit eligible employees have the opportunity to transfer accrued vacation leave to a specific eligible co-worker. For purposes of this policy, family means a spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage, or legal guardian.

3. Responsibilities and Procedures

3.1 Receiving Donated Leave

a. To receive donated leave, an employee must:

- Be eligible to accrue sick leave; and
- Have exhausted all of their accrued sick leave, compensatory time, and vacation leave; and
- Be suffering from, or have a family member suffering from, a serious illness or disability necessitating the employee’s absence from work for five (5) or more consecutive days. A serious illness is defined as:
  
  (i.) Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility;

  (ii.) Any period of incapacity requiring absence of more than five (5) calendar days from work that also involves continuing treatment by a health care provider;

  (iii.) Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than five (5) calendar days.

  (iv.) Have a death and funeral in the family necessitating the employee’s absence from work for five (5) or more consecutive days.

  (v.) Not exceed a maximum of 160 hours of donated leave per fiscal year.

b. Medical certification of the receiving employee may be required. Employees may not use Shared Leave for time off due to adoption or foster care placement unless the child has a medical condition requiring care. The employee must submit a Request Form found at:
3.2 Donating Leave

a. To donate leave, an employee must be eligible to accrue vacation leave; transfer in four (4) hour increments with a minimum donation of four (4) hours; and not exceed eighty (80) hours of shared leave donations per fiscal year. No employee may make any transfer of vacation leave that would reduce his or her vacation balance below 80 hours after the donation.

b. If the request is to transfer leave to an employee in another state department, HRS will verify approval by the receiving Agency Director before internal approval is given.

c. The employee must submit a Shared Leave Donation Form at:
   https://vpfa.boisestate.edu/university-forms/ to Human Resources to ensure the employee meets the eligibility requirements.

3.3 Fiscal Obligation

Requests to transfer vacation leave to a Boise State University employee must be approved by that employee’s appointing authority and by Boise State University. The organization unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.

3.4 Tracking, Monitoring, and Record Keeping

a. Human Resource Services will track individual leave transfers and maintain records. These records and all requests to transfer or receive leave will be kept separate from the employee’s personnel files.

b. Transferred vacation leave will convert to sick leave and will assume the hourly leave value of the receiving employee.

3.5 Timeframes

a. The completed and approved Leave Request Form and Voluntary Vacation Leave Transfer Form must be received in Human Resources two weeks prior to the effective date of the transfer unless the event is a bona fide emergency.
b. No retroactive pay will be permitted for those occurrences where timing of the transfer results in the receiving employee missing a pay period before the transaction is completed.

3.6 Confidentiality

Names of donors and receivers will be kept private and in most cases will not be provided. This confidentiality is intended to preclude any repercussions for employees who do not transfer leave.

4. Forms

Shared Leave Donation Form
https://vpfa.boisestate.edu/university-forms/

Shared Leave Request Form
https://vpfa.boisestate.edu/university-forms/

Revision History

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