
SHARED LEAVE POLICY

PURPOSE: Effective July 1, 1998, state employees may 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 injury that necessitates absence from work without pay.

ADDITIONAL REFERENCE: Idaho Code Section 67-5334(g)

SCOPE: This policy applies to all benefit eligible employees of the university.

RESPONSIBLE PARTY: Human Resource Services, 208-426-1616

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.

PROCEDURE:

A. Eligibility to Transfer Vacation Leave:

1. Employee must be eligible to accrue vacation leave;
2. Transfer a minimum of four (4) hours;
3. Transfer in four (4) hour increments;
4. A maximum of forty (40) hours of accrued vacation leave per fiscal year
 - a. In addition, no employee may make any transfer of vacation leave that would reduce his or her accrual balance below 80 hours.

Application forms to transfer accrued annual leave are available in Human Resource Services or on the website at: <http://hrs.boisestate.edu/forms/SharedLeaveDonationForm.pdf>

B. Eligibility to Receive Vacation Leave:

1. Employee must be eligible to accrue sick leave;
2. Have exhausted all of their accrued sick leave and vacation leave;
3. Be suffering from or have a family member suffering from a serious illness or injury necessitating the employee's absence from work for five (5) or more consecutive days. A serious illness is defined as:
 - a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility;
 - b. 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;
 - c. 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.
4. The receiving employee may receive a maximum of 160 hours of donated leave per fiscal year.
5. Medical certification of the receiving employee will be required.
6. Leave for adoption or for foster care purposes will not be eligible for transferred leave because these are not considered serious illnesses.

Applications to request receipt of vacation leave are available in Human Resource Services.

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.

PROCEDURES TO TRANSFER VACATION LEAVE:

- A. Human Resource Services will periodically announce to the University community that vacation leave may be transferred for purposes of this policy.
- B. The employee wishing to transfer vacation leave will complete a Shared Leave Donation Form and submit it to HRS to insure the employee meets the eligibility requirements.
- C. HRS will carefully assess requests to transfer leave to an employee's supervisor or manager for appropriateness and any undue influence or pressure to donate such leave.
- D. If the request is to transfer leave to an employee of another state department, HRS will verify approval by the receiving Agency Director before internal approval is given.
- E. 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.

PROCEDURES TO REQUEST TRANSFERRED LEAVE:

- A. An eligible employee (or his or her representative) who wishes to receive leave will submit a Shared Leave Request Form to Human Resource Services. Human Resource Services will review the request to see if all of the eligibility requirements been met and make a determination. HRS will notify the employee and the supervisor of the determination.

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.
- C. The department of the receiving employee will assume the financial responsibility for all transferred leave used by the receiving employee.

TIME FRAMES:

- A. The completed and approved Leave Request Form and Voluntary Vacation Leave Transfer Form must be received in Human Resource Services 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.