


<p><b>CAMPUS POLICY</b></p>  <p><b>UNIVERSITY OF COLORADO at COLORADO SPRINGS</b></p>	<p><b>POLICY NUMBER:</b> 300-007</p>	<p><b>PAGE NUMBER:</b> 1 of 3</p>
	<p><b>CHAPTER: 300</b> Human Resources</p>	
	<p><b>SUBJECT: Leave Sharing Program for Campus Professional Exempt Staff, Officers and 12-Month Faculty</b></p>	
	<p><b>EFFECTIVE DATE:</b> January 18, 2005</p>	
<p>OPR: Human Resources</p> <p>VC: VCAF</p>	<p><b>SUPERSESION:</b> January 14, 1997</p> <p>Approved by Pamela Shockley-Zalabak, Chancellor, on January 18, 2005</p>	

I. POLICY:

- A. To establish a means for the transfer of annual leave to a qualifying employee experiencing a catastrophic medical hardship, either personally or by an immediate family member, in order to provide some income protection when the employee would be absent from work for a prolonged period of time and has exhausted all annual and sick leave. This transfer of annual leave may come from one of two sources: direct transfer from one employee or another, or withdrawal from a campus-wide leave bank.
- B. Exclusions: This program is intended to cover serious medical hardship or catastrophic illness or injury, such as cancer, major surgery, serious accident, heart attack, etc., that poses a threat to life and requires inpatient, hospice or resident health care. Normal pregnancy, common illness, and illness/injury covered by short-term disability, PERA or Worker's compensation as excluded. This program is not intended to cover cases of abusive leave usage.

II. AUTHORITY FOR CAMPUS POLICIES:

III. PURPOSE:

IV. DEFINITIONS:

V. PROCEDURE:

- A. **APPLICATION FOR LEAVE** – An employee with a minimum of one year of service is eligible to apply for use of transferred leave. Application may be made for personal or immediate family member need. For purposes of this leave transfer program for family members, preference will be given to a child, parent, or spouse requiring the employee's direct care.
- B. The applicant must have exhausted all annual and sick leave before applying for the transferred leave.
- C. Applications must be made on the appropriate form provided by the UCCS personnel Office. The application must be approved by the requesting employee's

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supervisor prior to submission to the Personnel Office. The application, attending physician's statement and a copy of a current leave record should be submitted to the Personnel Office for processing. The personnel Office will verify service eligibility and exhaustion of accrued leave before forwarding it to the Chancellor or the Chancellor's Designee for a decision.

D. The Chancellor or Designee shall approve or deny applications. Decisions are based on the merits of each individual case and the following guidelines.

- 1). Requests must be for reasons listed under the purpose of this program, e.g. seriousness of the illness/injured, availability of other benefits, exhaustion of leave, etc.
- 2). In addition to the merits of the case, requests may be denied for suspected sick leave abuse as shown by documentation, incomplete application, refusal to supply information, or ineligibility.
- 3). Tenure and performance may be considered as documented by performance and employment histories.
- 4). Application does not require approval of the request. Non-selection is not a determination that the situation is not a personal emergency. It does not prohibit other possible solutions, e.g., leave without pay etc.
- 5). The applicant and/or supervisor may be contacted to obtain information regarding the request or invited to present the case.
- 6). The decision to approve or deny the application is final and not subject to grievance and appeal.
- 7). Awarded time is not transferable, or is meant to cover only the duration of the illness/injury for which it was requested. In cases where the situation ceases to exist or the employee terminates/retires, any unused portion of the awarded time must be returned to the bank.
- 8). All or a portion of the time requested may be granted.

Awarded time may be applied retroactively to the beginning of the leave-without-pay for the illness/injury for which it was granted.

Personnel rules and procedures which apply to paid leave apply to use of awarded time except that it is not part of the final pay-out for retirement or termination.

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E. CONTRIBUTIONS – solicitation and donations to the bank shall be during June or when the bank cannot support the need. Additional contributions will be solicited as the need arises. Solicitations will be as anonymous as possible.

F. Contributions may be made from accrued annual leave. A minimum donation of one half day is required.

G. Contributions are voluntary, confidential and non-refundable.

VI. RESPONSIBILITY:

VII. HISTORY:

VIII. ATTACHMENTS: