



**UCCS CAMPUS POLICY**

**Policy Title: Leave Sharing Program Staff, Officers, and 12 Month Faculty**

**Policy Number: 300-007**

**Policy Functional Area: HUMAN RESOURCES**

Effective: April 19, 2013

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Vice Chancellor of Administration and Finance

Office of Primary Responsibility: Human Resources

Policy Primary Contact: Human Resources, 719-255-3372

Supersedes: January 18, 2005; May 10, 2010

Last Reviewed/Updated: May 10, 2010

Applies to: University Employees

Reason for Policy: To establish a means for the transfer of annual leave to a qualifying employee experiencing either a catastrophic medical hardship, or an unforeseeable life-altering event beyond the employee's control.

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## I. INTRODUCTION

Consistent with the Laws of the Regents, the University of Colorado Administrative Policy Statements, and the State Personnel Board Rules and Director's Administrative Procedures for employees in the state personnel system, the University of Colorado Colorado Springs affirms the availability of leave sharing.

## II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in *The Laws of the Regents*, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Purpose:

To establish a means for the transfer of annual leave to a qualifying employee experiencing either a catastrophic medical hardship, or an unforeseeable life-altering event beyond the employee's control. Leave sharing is available 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 paid leave, including compensatory time. Generally, this transfer of annual leave may come from one of two sources. (1) a withdrawal from the campus leave bank for employees experiencing a catastrophic medical hardship; or (2) direct transfer from one employee to another, for employees experiencing an unforeseeable life-altering event or when the bank cannot support the need for those meeting the catastrophic hardship. The Chancellor has the discretion to use the leave bank for either reason based on a review of the facts. The application process for each situation is outlined below.

C. Procedures:

1. Application may be made for personal or family member need. If application for leave is for the purpose of caring for a family member, preference will be given to a child, parent, or spouse/domestic partner requiring the employee's direct care.
2. The applicant must have exhausted all paid leave, including compensatory time before applying for additional leave. This program is not intended to cover cases of abusive leave usage.
3. Applications must be made on the appropriate form located on the UCCS Human Resources webpage. The application includes supervisor approval. Applications for catastrophic hardship must include an attending physician statement prior to submission to the Human Resources Office.
4. The decision to grant or deny the request for additional leave is made by the Chancellor, or designee, and is based on the merits of each individual case and the following guidelines.
  - A. Requests must be for either a catastrophic medical hardship, or an unforeseeable life-altering event beyond the employee's control.
  - B. Requests may be denied for suspected sick leave abuse as evidenced by documentation, incomplete application, refusal to supply information, or ineligibility.
  - C. Tenure and performance may be considered as documented by performance and employment histories.
  - D. Application does not indicate approval of the request. Denial of the request 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.
  - E. The applicant and/or supervisor may be contacted to provide information regarding the request or invited to present the case.

F. The decision to approve or deny the application is final and not subject to grievance or appeal.

G. Awarded time is not transferable, it is meant to cover only the duration of the illness/injury/event 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 will end.

H. All or a portion of the time requested may be granted.

The employee's department is fiscally responsible for the approved leave sharing hours.

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

5. The bank will maintain a balance not to exceed 2000 hours. If the balance falls below 2000 hours, a donation request will be sent to those employees whose vacation would otherwise be forfeited in June. Additional leave contributions will be solicited when the bank cannot support a specific applicant's need. Solicitations are required for those applying for leave as a result of a life altering event. Solicitations will be as anonymous as possible.
6. Donations are voluntary, confidential, and non-refundable.
7. Neither an employee's application for leave nor the actual taking of leave will be taken into consideration during the employee's annual performance evaluation.

#### D. Responsibility

The Human Resources Office will verify service eligibility and exhaustion of accrued leave before forwarding it to the Chancellor or the Chancellor's Designee for approval.

### III. KEY WORDS

- A. Donation
- B. Eligible Employee
- C. Exclusions

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures

C. Forms

1. Leave Bank Application Form
2. Leave Bank Contribution Form

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

## V. HISTORY

Initial policy approval	January 14, 1997
Revised	January 18, 2005
Revised	May 10, 2010

NOTE: Combines two policies: 300-007 – Leave Sharing Program for Campus Professional Exempt Staff, Officers, and 12 month Faculty and 300-009 – Leave Sharing Program for Classified Staff. Both were established January 14, 1997.