

129 – LEAVE SHARING

- A. An employee may participate in the annual and sick leave sharing program. The leave sharing program allows employees under certain serious conditions that has caused or is likely to cause an employee to take leave without pay or terminate employment to receive donated leave from other Court System employees or state employees.
- B. Receiving Employee
1. Within the following requirements, the State Court Administrator will determine if an employee is eligible to receive donated leave.
 - a. The employee must be a regular employee with a minimum of six months of continuous service who has or will exhaust all of the employee's leave.
 - b. For an annual leave request, the employee must be suffering from or have a relative or household member suffering from a serious illness, injury, impairment, or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment.
 - c. For a sick leave request, the employee must be suffering from a serious illness, injury, impairment, or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment.
 - d. The submission of medical certification is required.
 2. An employee wishing to participate in the leave sharing program must contact the Human Resource Director.
 3. If approved, an employee may receive up to four months (694 hours) of shared leave in any 12-month period.
- C. Donating Employee
1. The donation of leave from one individual to another is voluntary.
 2. Donated leave must be in one hour increments.
 3. When donating annual leave, the donating employee must retain an annual leave balance of at least 40 hours.
 4. When donating sick leave, the donating employee may not donate more than five percent of the employee's accrued sick leave hours.
 5. Donated leave is not returnable.
 6. The donation of leave form must be completed and forwarded to the Director of Finance unless the employee is on the statewide list in PeopleSoft. Donations to Court System or other state employees on the statewide list may be completed in PeopleSoft.