




# City of Olympia Administrative Guidelines

<b>GUIDELINE #15</b> <b>Shared Leave</b>	
<b>EFFECTIVE DATE:</b> July 1, 1990	<b>PREPARED BY:</b> Human Resources Department
<b>REVISED:</b> February 2006	<b>APPROVED BY:</b>
<b>SUPERSEDED:</b>	 Steven R. Hall City Manager

**SECTION INDEX: 15 Shared Leave**

- 15.1. [Purpose](#)
- 15.2. [Reference](#)
- 15.3. [Application](#)
- 15.4. [Policy](#)
- 15.5. [Guidelines](#)
  - 15.5.1. [Qualifying Events to Receive Shared Leave](#)
  - 15.5.2. [Application/Approval Process](#)
  - 15.5.3. [Amount of Leave Received](#)
  - 15.5.4. [Status While on Leave](#)
  - 15.5.5. [Eligibility to Donate Leave](#)
  - 15.5.6. [Donations Voluntary](#)
  - 15.5.7. [Immediate Family Defined](#)
  - 15.5.8. [Cancellation](#)
- 15.6. [Procedures](#)
  - 15.6.1. [Donation of Hours](#)
  - 15.6.2. [Shared Leave Revolving Account](#)
  - 15.6.3. [Responsibility](#)

## Administrative Guideline #15 – Shared Leave

### 15 Shared Leave

**15.1. PURPOSE:** To provide an opportunity for City employees to come to the aid of fellow City employees. City employees historically have joined together to help fellow employees who suffer from, or have immediate family members suffering from, and extraordinary or severe illness, injury, impairment, or physical or mental condition which prevents the individual from working. Such circumstances cause great economic and emotional distress to the employee and his or her family. The problem may be exacerbated because the affected employee uses all his or her accrued sick leave and vacation and is forced to take leave without pay or terminate employment. Support of opportunities for employees to help co-workers in these circumstances benefits both employees and the City.

**15.2. REFERENCE:** N/A.

**15.3. APPLICATION:** This Administrative Guideline applies to all individuals employed by the City of Olympia unless shared leave provisions are established or prohibited otherwise by contract or statute (e.g., Civil Service Rules, Union Contracts, Individual Employment Contracts or Memorandums of Understanding).

**15.4. POLICY:** It is the policy of the City to provide an opportunity for City employees to share vacation leave with a fellow employee who is suffering from, or has immediate family members suffering from, an extraordinary or severe illness, injury, impairment, or physical or mental condition which prevents the individual from working and has caused or is likely to cause the employee to take leave without pay or terminate his or her employment. This policy will be administered according to the following guidelines.

**15.5. GUIDELINES:**

**15.5.1. QUALIFYING EVENTS TO RECEIVE SHARED LEAVE:** The City Manager may permit an employee to receive shared leave if:

- a. The employee suffers, or has an immediate family member suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to take leave without pay or terminate his or her employment with the City; and
- b. The employee has depleted or will shortly deplete his or her total of accrued vacation, sick leave, compensatory time, holiday time and/or other paid leave; and
- c. Prior to the use of shared leave, the employee has abided by the City's sick leave policy; and
- d. The employee has diligently pursued and is found to be ineligible for state industrial insurance benefits or other disability benefits; and
- e. Sufficient funds exist in the Shared Leave Revolving Account.

**15.5.2. APPLICATION/APPROVAL PROCESS:** An employee must submit their request for Shared Leave through their immediate supervisor to the City Manager. The supervisor should provide a cover letter to the City Manager recommending approval or denial of the request, with factual information supporting the recommendation. The supervisor should then forward the information to the Human Resources Department. The Human Resources Department will conduct a separate analysis of the employee's leave history and forward that information onto the City Manager, along with the employee request and supervisor recommendation.

## Administrative Guideline #15 – Shared Leave

**15.5.3. AMOUNT OF LEAVE RECEIVED:** The City Manager will determine the amount of shared leave, if any, an employee may receive. The employee will be required to provide appropriate medical justification and documentation both of the necessity for the leave and the time which the employee can reasonably be expected to be absent due to the condition. An employee, despite their employment status (full-time, part-time, or other), will be eligible to receive a total of 1048 hours of shared leave during the employee's employment, or 720 hours during a single occurrence of illness or injury. The amount an employee is eligible for will not be adjusted based on the amount of hours the employee regularly works.

**15.5.4. STATUS WHILE ON LEAVE:** While on shared leave an employee will continue to be classified as a City employee and will receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation leave, except the employee will not accrue or be eligible to receive paid leave such as vacation, sick leave or holiday leave. Accruals will stop the first day of a pay period an employee uses Shared Leave exclusively.

**15.5.5. ELIGIBILITY TO DONATE LEAVE:** In order to be eligible to donate vacation leave, an employee must have at least 80 hours of accrued vacation. Only hours in excess of 80 may be donated.

**15.5.6. DONATIONS VOLUNTARY:** All donations of vacation leave are strictly voluntary, except upon termination of employment from the City. Any hours of vacation that are in excess of the maximum accrued amount allowed under the City's policy or labor agreements will be automatically placed in the Shared Leave Revolving Account.

**15.5.7. IMMEDIATE FAMILY DEFINED:** For the purposes of this policy, immediate family is defined as spouse, domestic partner, and dependent children of the employee. Under exceptional circumstances, the City Manager may allow the use of shared leave for other family members.

**15.5.8. CANCELLATION:** The City, in its sole discretion, may cancel this program at any time.

### **15.6. PROCEDURES:**

**15.6.1. DONATION OF HOURS:** Employee may donate hours by requesting the Payroll Office to deduct a specified amount of accrued vacation leave. The employee must sign a Leave Deduction Request Form. Donations can be made at any time.

**15.6.2. SHARED LEAVE REVOLVING ACCOUNT:** Upon the donation of hours, the Administrative Services Department will transfer the funds associated with the employee's compensation, including benefits, to a revolving account which will be maintained for the sole purpose of compensating departments for leave granted under this guideline.

### **15.6.3. RESPONSIBILITY:**

- a. Human Resource Department:** The Human Resources Department is responsible for the overall communication and administration of the Shared Leave policy.
- b. Administrative Services Department:** The Administrative Services Department's Payroll Office will be responsible for making appropriate leave deductions from an employee's leave accruals and transferring funds to the Shared Leave Revolving Account.
- c. City Manager:** The City manager is responsible for approving the use of shared leave.

[back to Index](#)