PROCEDURE

Effective Date: September 22, 2011
Authority: POL-U5410.06

Approved By: Vice President Van Den Hul

Requesting and Donating Shared Leave

Cancel:

See Also: FRM-U5410.06B Shared Leave Application
PRO-U5410.03A Requesting Family or Medical Leave Procedures
PRO-U5410.06B Donating Shared Leave
Shared Leave Informational Website

PRO-U5410.06A REQUESTING AND USING SHARED LEAVE

Action by: Employee in need

Action:

1. Reads Requesting and Donating Shared Leave Policy (POL-5410.06).

2. Follows Requesting Family or Medical Leave procedure (PRO-U5410.03A).

3. Completes and submits Shared Leave Application (FRM-U5410.06B) to Disability/Medical Leave Administrator in Human Resources.

Disability/Medical Leave Administrator – HR (DMLA)

4. Receives application.

5. Determines eligibility and hours needed.

6. Requests additional information from employee if necessary.

Employee

7. Provides DMLA with additional information if requested.

DMLA

8. Notifies supervisor of eligibility, the number of hours eligible for and conditions under which shared leave may be approved on timesheet.

9. Requests that if funding will be an issue to communicate with VP as soon as possible to determine if employee will not receive amount for which he/she is eligible.

Supervisor -Or- Director -Or- Chair

10. Communicates with DMLA and Budget Authority if position is grant funded (see Section #4B of POL-U5410.06).
PROCEDURE

Action by: Supervisor -Or- Director -Or- Chair (cont.)

Action:

11. Ensures communication with appropriate Vice President if there are concerns in regards to being able to fund shared leave donations up to the maximum 480 hour limit.

12. If determine maximum donations will be less than 480 hours, sends email to DMLA stating number of shared leave hours approved. CC's Vice President and Director of Human Resources on email.

DMLA

13. Informs employee of allowable shared leave amount, conditions under which may submit shared leave on timesheet, and if required to apply for Long Term Disability (LTD) insurance.

14. Advertises need for donations per receiving employee’s instructions on application.

15. Processes donations per Donating Shared Leave procedure (PRO-U5410.06B), steps 4-7.

Employee

16. Applies for LTD, if required.

17. Requests use of available shared leave on timesheet based on conditions stipulated by DMLA.

Supervisor

18. Approves use of available shared leave on timesheet based on conditions stipulated by DMLA.

Employee

19. Notifies supervisor and DMLA when no longer in need of shared leave.

Supervisor

20. Confirms with DMLA that employee notified DMLA.

DMLA

21. Requests documentation from employee that condition is resolved, if applicable.

22. Returns all unused donations.