PROCEDURE

Effective Date: September 22, 2011   Authority: POL-U5410.06
Approved By: Vice President Van Den Hul   Requesting and Donating Shared Leave

Cancels:

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: *Action:*

Employee in need   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   4. **Receives** application.
Administrator – HR
(DMLA)   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   10. **Communicates** with DMLA and Budget Authority if
-Or- Chair   position is grant funded (see Section #4B of POL-
                                              U5410.06).

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