



UNIVERSITY of
LOUISIANA
 L A F A Y E T T E

SHARED LEAVE FOR UNCLASSIFIED EMPLOYEES POLICY

This form shall be used for the adoption, revision, or withdrawal of all “University-wide” policies at the University of Louisiana at Lafayette. Any policy developed or revised in any format (print or online) that is inconsistent with this format is not an official UL Lafayette policy.

1. To begin the policy development and adoption process, the Responsible Officer is to replace the *italicized* text with proposed policy information. This form along with a Policy Action Form (Appendix “B”) must then be submitted to the appropriate authority.
2. For additional guidance on drafting University Policy, see the Policy Development Checklist and the Guidelines for Drafting University Policy.

Check the appropriate classification

<input checked="" type="checkbox"/> Policy Adoption	<input type="checkbox"/> Policy Revision	<input type="checkbox"/> Policy Withdrawal	<input type="checkbox"/> Interim Policy
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Check the appropriate Functional Field

<input type="checkbox"/> Academics	<input type="checkbox"/> Enrollment	<input type="checkbox"/> Research
<input type="checkbox"/> Administration & Finance	<input type="checkbox"/> General University	<input type="checkbox"/> Safety & Risk
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SHARED LEAVE FOR UNCLASSIFIED EMPLOYEES POLICY

Policy # HR 004.1

Responsible Executive: Vice President for
Administration
and Finance
Responsible Office: Human Resources
Originally Issued: February 10, 2020
Latest Revision:

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I. Policy Statement

University of Louisiana at Lafayette (“University”) establishes a Shared Leave program to provide an opportunity for Eligible Employees to assist fellow Eligible Employees who are unable to work due to a Personal Emergency which has caused or is likely to cause the Eligible Employee to take leave without pay or to terminate employment.

II. Purpose of Policy

The purpose of this Policy is to establish and provide a program whereby Eligible Employees irrevocably donate Sick Leave or Annual Leave to a pool for the purpose of assisting other Eligible Employees who, through no fault of their own, have insufficient Sick Leave, Annual Leave, and Compensatory Leave to cover their absence from work due to a Personal Emergency.

A. Application of Policy:

This Policy shall not apply to voluntary or cosmetic treatments (i.e., most treatments for orthodontia or acne) that are not medically necessary and/or are not considered Personal Emergencies, unless inpatient hospital care is required. This Policy also shall not apply to routine preventative physical examinations not considered Personal Emergencies. If it meets the requirements set forth in the definition for a Personal Emergency, this Policy will apply to restorative dental surgery after an accident, removal of cancerous growths, treatment for allergies or stress, or treatment for substance abuse.

B. Donations of Leave:

Contributions to the Shared Leave Pool are strictly voluntary. No Eligible Employee shall be coerced or pressured to make contributions to the Shared Leave Pool. An Eligible Employee donating to the Shared Leave Pool may not designate a particular employee to receive donated leave. Donations are accumulated

in the Shared Leave Pool and are awarded on a first-come, first-served basis to Eligible Employees. Donations may be made at any time during the Shared Leave Policy Year, but are limited to the following terms:

1. Only Eligible Employees may donate leave;
2. Eligible Employees making a donation shall retain a minimum Balance of (15) days (a total of 120 hours) of Annual and/or Sick Leave after the donation is made for his or her personal use. Eligible Employees shall not be permitted to donate to the program if they have less than (15) days (a total of one-hundred twenty hours) of Sick and/or Annual Leave remaining after the donation; and
3. Donations shall come from Sick Leave or Annual Leave reserves.

C. Shared Leave Requests:

Shared Leave may only be taken by an Eligible Employee upon the recommendation of the Shared Leave Committee and approval of the President or his/her designee. The Shared Leave Committee shall require written documentation from a Licensed Medical Service Provider (“LMSP”) of the need for the Eligible Employee’s leave. The Shared Leave Committee may require an opinion from another LMSP, especially for extended leaves.

An Eligible Employee shall meet all of the requirements listed below to receive Shared Leave from the Shared Leave Pool:

1. Employee must be a full-time employee who is eligible to earn Annual or Sick Leave;
2. Employee must have completed at least:
 - (a) one (1) academic year of service with the University if employed on an academic year basis, or
 - (b) one (1) fiscal year of service with the University if employed on a twelve (12) month basis; and
3. Employee must have exhausted all of his/her Sick Leave, Annual Leave, and Compensatory Leave before requesting Shared Leave from the Shared Leave Pool.

D. Limitations on Shared Leave:

The Shared Leave Committee will determine the amount of Shared Leave granted for each Personal Emergency. The amount of leave will generally reflect the recommendations of the LMSP and are subject to the following limitations:

1. A maximum of thirty (30) days (240 hours) may be requested by an Eligible Employee in a Shared Leave Policy Year.
2. Employees receiving workers’ compensation or benefits from a long-term disability insurance policy are not eligible to participate.
3. This Policy shall not create a legal entitlement. If the University chooses to withdraw this Policy and end its Shared Leave program, any accrued Shared Leave would continue to be used through the bank until depleted.

E. Changes in Status Affecting Shared Leave:

Shared Leave should only be used for the purpose for which it was originally requested. If any change in the nature or severity of the Personal Emergency occurs, or any other factor in which the approval was based, the Eligible Employee must provide written documentation describing the change to the Chief Human Resources Officer for review. The Eligible Employee may request an extension of a previously approved request to the Chief Human Resources Officer; however, extensions are not automatic and written documentation to justify the extension must be provided at the time of request.

F. Compensation and Benefits:

Shared Leave will be awarded hour-for-hour, regardless of the donating Eligible Employee's or the receiving Eligible Employee's rate of pay.

Eligible Employees who use Shared Leave from the Shared Leave Pool shall not be expected to reimburse the donating Eligible Employees for the leave.

An Eligible Employee on Shared Leave will be considered in partial paid leave status and continue to receive benefits as appropriate.

The maximum monetary value of the Shared Leave granted shall be seventy-five percent (75%) of the Eligible Employee's base pay customarily received in a regularly scheduled workweek.

An Eligible Employee on Shared Leave shall not accrue any Sick Leave, Annual Leave, or Compensatory Leave while using donated leave from the Shared Leave Pool. Eligible Employees who are able to return to work before using all of their granted Shared Leave must return the unused leave to the Shared Leave Pool.

III. Applicability

This Policy applies to all Eligible Employees.

IV. Definitions

1. **Annual Leave**: is leave to be used for personal reasons and is earned by an Eligible Employee based on the equivalent of years of full-time State service and is creditable at the end of each calendar month.
2. **Compensatory Leave**: is leave granted for the equivalent number of overtime hours worked outside of the regularly assigned forty (40) hour work week or on an observed holiday, and may be used for personal reasons, illness, or injury.
3. **Eligible Employee**: is a full-time, unclassified employees, including faculty and staff, of the University who are eligible to earn Sick Leave or Annual Leave and who meet the eligibility requirements stated in this Policy.
4. **Shared Leave Pool Manager**: is an employee employed in Payroll Services who will have the responsibility of managing donations and transfers of Sick Leave for appropriate credit to leave balances for payroll purposes.
5. **Licensed Medical Service Provider ("LMSP")**: is a medical practitioner, as defined in the Louisiana State Licensing Law (relative to that LSMP's field of service), who is practicing within the scope of his or her license. LSMP's include, but are not limited to the following: licensed

physicians (a doctor of medicine) or Doctors of Medicine (“MD”); doctors of osteopathy or Doctors of Osteopathic Medicine (“DO”); or licensed chiropractors, counselors, or therapists as recognized and licensed by the appropriate state boards or authorities.

6. **Personal Emergency**: is a catastrophic illness, serious injury, or personal emergency incurred by an Eligible Employee or to the Eligible Employee’s spouse or minor child, which prevents the Eligible Employee from performing his/her duties for a period of more than ten (10) consecutive days which the Eligible Employee is scheduled to work.
7. **Shared Leave Committee**: is a review committee to be comprised of five (5) unclassified employees and/or faculty appointed by the University President to recommend approval/disapproval of requests for leave from the Shared Sick Leave Pool. The President shall appoint the chair of the Shared Sick Leave Committee. The Chief Human Resources Officer and the Payroll Services Director shall serve in an ex-officio, non-voting capacity on the Shared Sick Leave Committee.
8. **Shared Leave Policy Year**: is the fiscal year beginning July 1 and ending June 30.
9. **Shared Leave Pool**: is the Sick and/or Annual Leave hours donated by Eligible Employees into a fund to be used by fellow Eligible Employees who are suffering from a Personal Emergency which has caused or is likely to cause the Eligible Employee to take leave without pay or terminate employment.
10. **Sick Leave**: is leave to be used for an illness or injury and is earned by an Eligible Employee based on the equivalent of years of full-time State service and is creditable at the end of each calendar month.
11. **Shared Leave**: is leave with pay that is donated to an Eligible Employee who is experiencing a Personal Emergency.

V. Policy Procedure

A. Donation Procedures:

1. The Eligible Employee must complete the Shared Leave Pool Donation Form indicating the number of hours of Shared Leave to be transferred to the Shared Leave Pool and forward the Form to the Shared Leave Pool Manager for review and approval.
2. The Shared Leave Pool Manager must ensure that the Shared Leave Pool Donation Form has been properly completed and signed, and that the Eligible Employee will have a sufficient remaining Sick and/or Annual Leave balance after the donation is made. If these conditions are met, the Shared Leave Pool Manager will approve the Form.
3. The Shared Leave Pool Manager will process the deduction of the authorized hours of Shared Leave from the Eligible Employee’s balance and transfer the leave to the Shared Leave Pool. A copy of the approved Shared Leave Pool Donation Form is then forwarded to the donating employee to verify that the transfer of leave has been processed.

B. Shared Leave Procedures:

The procedures for requesting Shared Leave from the Shared Leave Pool are as follows:

1. An Eligible Employee may request Shared Leave from the Shared Leave Pool by submitting a Shared Leave Pool Request Form with appropriate documentation from their LMSP to the Chief Human Resources Officer. Whenever possible, requests should be submitted at least ten (10) days before the Shared Leave is needed.
2. Each request shall be stamped with the time and day upon receipt, by the Chief Human Resources Officer, and handled on a first-come, first-served basis. All requests for Shared Leave shall be treated as confidential, and will be submitted to the Shared Leave Committee as such.
3. The Chief Human Resources Officer will review to ensure that the Eligible Employee meets all eligibility requirements for the shared Shared Leave program.
4. Upon verification of eligibility, the Chief Human Resources Officer will schedule a meeting with the Shared Leave Committee to review the request. The Committee will review the request and make a recommendation to the President or his/her designee. The Chief Human Resources Officer will issue an approval or denial in writing to the Eligible Employee.
5. If the request is approved, the Chief Human Resources Officer notifies the Shared Leave Pool Manager to transfer the approved amount of Shared Leave to the appropriate Eligible Employee's leave balance. Any approved Shared Leave is used and documented in accordance with the same procedures used for regular paid leave taken by the Eligible Employee.

C. Appeals:

The decision to approve or deny Shared Leave by the Shared Leave Committee is final and not subject to appeal.

VI. Enforcement

The Office of Human Resources, the Chief Human Resources Officer, and the Vice President for Administration and Finance are responsible for enforcement of this Policy. The use of Shared Leave that is not in accordance with this Policy may constitute payroll fraud and will be dealt with accordingly.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Chief Human Resources Officer is the Responsible Officer for this Policy. The Office of Human Resources is the Responsible Office for this Policy.

VIII. Exclusions

N/A

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This policy is hereby adopted on this 10th day of February, 2020.

/s/ Dr. E. Joseph Savoie

Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ Shared Leave Pool Donation Form
- ✦ Shared Leave Pool Request Form
- ✦ Crisis Leave Program, University of Louisiana System, Chapter-Faculty and Staff, PPM Number: FS-III.XXII.-1, effective December 6, 2018

XII. Revision History

- ✦ Original adoption date: _____.