

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits
Section 413 – Shared Leave

1. General Information

The Partnership recognizes that employees may have a family medical emergency or be affected by a major disaster or other hardship, resulting in a need for additional time off in excess of their available time off. To address this need, all eligible employees will be allowed to donate accrued paid vacation leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

2. Guidelines

Employees who would like to make a request to receive donated leave from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, parent, sibling, grandparent, or other dependent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Severe hardship, defined as hardships that do not qualify as a medical emergency or major disaster. An employee experiencing a hardship that isn't a medical emergency or major disaster may petition the president of the Partnership for approval to request shared leave.

3. Policies

- a. Employees of the Partnership may voluntarily share their accrued but unused vacation leave with other employees by executing the Voluntary Shared Leave program.
- b. Employees who would like to request or donate shared leave are required to complete a Voluntary Shared Leave Request/Donation Form and submit it to human resources. The minimum amount that an employee may donate is four(4) hours. An

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- employee cannot donate hours in excess of the total hours they earn in a year, nor can an employee borrow against future or unaccrued hours to donate.
- c. An employee may begin using voluntary shared leave after all available leave (vacation, sick leave, and personal days) has been exhausted, and can only use the donated leave as sick leave.
 - d. The donation of vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
 - e. The Partnership will not disclose confidential medical information without signed permission, but will state that the recipient (or family member) has a prolonged medical condition for the sole purpose of soliciting donations of leave hours.