

RESOLUTION NO. 2019 – R – 11

A RESOLUTION ADOPTING A SHARED LEAVE BANK POLICY

WHEREAS, the Board of County Commissioners of Pawnee County, Kansas, have determined a need to adopt a Shared Leave Bank Policy in the Pawnee County Employee Handbook to provide flexibility in emergency or extraordinary circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PAWNEE COUNTY, KANSAS, that the Pawnee County Personnel Policy Manual be hereby amended to include the following:

Purpose:

The Shared Leave Bank Program is a voluntary program intended to assist county employees who may be affected by a personal or immediate family member's catastrophic medical condition that requires absence from work for a prolonged period of time resulting in a possible loss of income due to a lack of accumulated leave.

Establishment and Participation:

- (A) A Shared Leave Bank will be established by the Board of County Commissioner commencing January 1, 2020.
- (B) Participation in to the shared leave bank program shall be voluntary.
- (C) To start the bank each eligible employee may contribute one (1) personal leave day (See Policy 300) and one (1) sick day to the bank by completing the Shared Leave Bank Enrollment Form by January 31, 2020.
- (D) Membership will continue until written notification is received by the employee cancelling membership for the subsequent calendar year.
- (E) Once enrolled in the Program, an automatic reduction of one personal leave day from the participating employee will be taken annually until written notification is received by the employee cancelling membership for the subsequent calendar year. Said annual contribution will be reflected in the employee's leave balance the first pay period of the calendar year.
- (F) Once an employee cancels enrollment in the program, said employee shall be ineligible for future participation in the Shared Leave Bank Program.
- (G) Once a member received benefits from the Shared Leave Bank Program, the member will be required to donate annually for the duration of their employment.
- (H) Once an employee contributes personal leave, he or she cannot reclaim the hours for his or her personal use.
- (I) The rate of pay of the contributing employee shall not be used in figuring the number of hours in the leave bank.
- (J) The Board of County Commissioners authorize the Shared Leave Bank have a maximum carry over of 120 days each calendar year period.


Eligibility:

- (A) All fulltime employees with benefits shall be eligible to donate to the Shared Leave Bank Program after six (6) months of continuous service and must have at least one (1) personal leave day and one (1) sick day available at the time of the enrollment. Initial enrollment shall require a donation of one (1) personal leave day and one (1) sick day.
- (B) To receive any days from the Shared Leave Bank, the employee must:
 - a. Have contributed a personal leave day to the Shared Leave Bank for the calendar year in which the leave is requested;
 - b. Be an employee in good standing (i.e., not on probation or a performance improvement plan); and
 - c. Exhausted all other leave (vacation, sick and/or discretionary leave) and any accrued, but unused, compensatory time before receiving shared leave bank days.

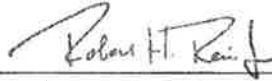
Restrictions:

- (A) Shared leave bank days may only be granted to an employee if the employee or an immediate family member is experiencing a catastrophic medical condition, which is defined as a non-job-related illness and/or injury that is extremely serious, totally incapacitating or life-threatening and for which the employee anticipates being absent from work for at least four weeks and which is likely to cause the employee to take leave without pay or terminate employment. If the leave is necessary to care for an immediate family member, the relationship must meet the requirements of the Family and Medical Leave Act which defines an immediate family member as a parent, spouse, or child.
- (B) Shared leave bank is meant to cover only the duration of the current catastrophic medical condition for which it was collected up to a maximum of sixty (60) calendar days from the date the employee began using days from the Shared Leave Bank.
- (C) Shared Leave Bank days may not be granted for short-term or sporadic conditions or illnesses.
- (D) Any employee who is receiving workers' compensation, long-term disability payments or any other reimbursement for time off shall not be eligible to receive days from the Shared Leave Bank.
- (E) Careless use of previous sick and/or personal leave days may be grounds for non-approval of the application.
- (F) Misuse of days from Shared Leave Bank by the recipient will be grounds for disciplinary action.
- (G) Shared leave bank days may not be applied retroactively.

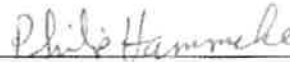
BOARD OF COUNTY COMMISSIONERS



Deborah Lewis, Chair




Bob Rein, Commissioner

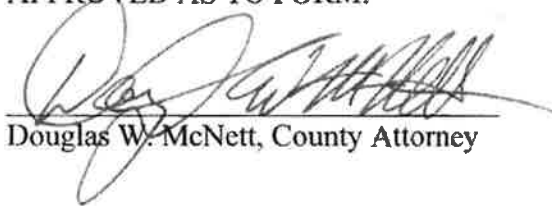


Philip Hammeke, Commissioner

ATTESTED:


Ruth Searight, County Clerk

APPROVED AS TO FORM:


Douglas W. McNett, County Attorney