

Policy 4.35, Leave Share

Summary of Revisions

August 2025

- Probationary employees are eligible for Leave Share donations if all other policy requirements are met.
- Employees are no longer required to be eligible for Family Medical Leave.
- Employees are eligible to participate in leave share provided all available and relevant leave balances are exhausted and the employee is in a Leave without Pay status:
 - for a personal injury or illness that exceeds seven consecutive calendar days
 - an immediate family member's illness or injury exceeding seven calendar days
- Employees must provide certification from their or their family member's treating health care provider documenting the medical condition, the date it began, probable duration and for family member, a description of the care the employee must provide to the ill or injured family member.
- Employees eligible for VSDP claims for personal illness/injury, must apply for and receive a claim decision for personal illness/injury.
- Leave share donations shall not be used to replace or substitute for short-term disability income. Leave share donations may not be used during periods of short-term disability working, long-term disability working, or long-term disability.
- Leave share donations may be used for the seven-day waiting period and/or used to supplement the percentage of income replacement during the VSDP claim.
- Employees may use up to a maximum of 480 hours of leave share in a 12-month period.
- Employees on leave share must revert to a standard 8-hour workday, five days per week schedule.
- Donors to a leave share recipient may not donate from leave balances that exceed the donor's carryover limit established in DHRM Policy 4.10, Annual Leave.
- Leave share donations may be used for intermittent absences.
- Unused donations will not be returned to the donors, nor will they be retained for future use by the leave share recipient.
- Agencies may not create or maintain a leave share bank. Donations must be for a specific employee for a designated approval period.
- Employees who are approved for Leave Share will remain in a Leave without Pay status. Annual leave, traditional sick leave or VSDP leave annual allotments will not accrue.
- Monthly contributions for health care insurance will continue for periods when the employee is receiving/using leave share donations provided the employee pays their portion of the premium.
- Agency and employee contributions to the VRS will be discontinued when an employee is receiving continuous leave share donations.