

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>		<b>ISSUED BY:</b> Office of Administrative Services, Division of Human Resources
<b>PROCEDURE #2.2</b>	<b>SUBJECT:</b> Sick Leave Sharing	
<b>EFFECTIVE DATE:</b> 10/20/2010		
<b>CONTACT:</b> Division of Human Resources, Payroll Branch		<b>LOCATION:</b> Capitol Annex 188 <b>PHONE:</b> 502-564-8066

## I. PURPOSE

The Finance and Administration Cabinet (Cabinet) abides by the requirements and regulations for sick leave sharing set forth in [KRS 18A.197](#) and [101 KAR 2:105](#). This Cabinet procedure defines the processes by which employees request or donate shared sick leave.

## II. ELIGIBILITY

The Cabinet has the discretion to approve requests for shared sick leave for eligible employees. Refer to [KRS 18A.197](#) and [101 KAR 2:105](#) for a full explanation of the requirements. In general, an employee eligible to receive shared sick leave:

- A. Has full-time status; and
- B. Has exhausted or will exhaust all sick, annual and compensatory leave balances, and
- C. Suffers from or has a member of his or her immediate family who suffers from a medically certified illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to go on leave for at least ten (10) consecutive working days; and
- D. Has a certification from a licensed physician as to the medical need.

An employee cannot apply donated sick leave prior to the date the shared sick leave request is submitted.

## III. PROCEDURE

### A. Request for Sick Leave Sharing

Leave may be transferred from an employee of one (1) agency to an employee within the same agency. With the approval of the appointing authorities of both agencies, leave may be transferred from an employee of one (1) agency to an employee of another state agency.

1. An employee requesting sick leave sharing shall submit a completed [Sick Leave Sharing Form \(7. Forms 2.2/a\)](#) and the medical certification to his/her supervisor.

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2. The supervisor and agency head shall sign the form to indicate their receipt of the request. If the supervisor does not support the request, a letter from the supervisor shall be attached indicating the reason for lack of support.
3. The signed request and any documentation shall be forwarded to the Division of Human Resources.
4. The Division of Human Resources shall:
  - a. Review the application for sick leave to determine eligibility according to the statutes and regulations;
  - b. Submit eligible requests to the Cabinet appointing authority or designee for approval;
  - c. Send a written verification of approval or denial to the employee.
5. Maintain an online listing on the Finance Internet website of those Cabinet employees currently approved for Sick Leave Sharing, who have granted permission to release their name, and are accepting donations.

## **B. Amended requests for sick leave sharing**

The Cabinet has the discretion to approve or refuse amended sick leave sharing requests.

1. The employee shall submit an amended [Sick Leave Sharing Form \(7. Forms 2.2/a\)](#) to the supervisor with updated medical certification after the use of 30 days of donated sick leave. The number of days used before submitting an amended request may be waived at the discretion of the appointing authority.
2. The updated form shall be processed in the same manner as the original sick leave sharing request as in Section A, bullets 2 through 5.

## **C. Donation of Shared Sick Leave**

1. An employee donating sick leave shall:
  - a. Donate at least 7.5 hours;
  - b. Retain a balance of at least 75 hours of accumulated sick leave; and

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- c. Submit a [Sick Leave Donation Form \(7. Forms 2.2/b\)](#) to the Division of Human Resources, Payroll Branch.
2. The Division of Human Resources shall receive, review and process sick leave donation forms.

#### **IV. REFERENCES**

Finance Intranet Website: <http://intranet.finance.ky.gov/sldr.htm>

#### **V. FORMS**

[7. Forms 2.2/a Sick Leave Sharing Application Form](#)

[7. Forms 2.2/b Sick Leave Sharing Donation Form](#)