



Operating Protocol & Procedure

Details

Number: 245

Title: Leave Sharing

Category: Employees

Responsibility: Human Resources

Approval Date: 10/10/16

Effective Date: 10/10/16

Revised: 5/8/19

Reviewed: May 2024

Purpose

To establish a means to voluntarily transfer qualifying leave to a qualifying employee experiencing a catastrophic medical hardship.

Applicability

Faculty, Classified Staff, and Administrative/Professional/Technical (APT) staff with a minimum of one year of service.

Definitions

Catastrophic Medical Hardship – an illness or injury, such as cancer, major surgery, serious accident, heart attack, etc., that poses a threat to life and requires inpatient, hospice or resident health care.

References

Colorado Department of Personnel Board [Rules and Administrative Procedures](#)

System Procedure 3-60b, Employee Leave

(<https://cccs.edu/policies-and-procedures/sp-3-60b-employee-leave/>)

Attachments

None

Operating Protocol

This program provides some income protection when the employee would be absent from work for a prolonged period and has exhausted all paid leave and is not covered by short-term disability, Worker's Compensation, or other income replacement program. It is not intended to cover cases of abusive leave usage.

Employees with at least one year of service credit may apply for the leave transfer program as provided based on their classification who:

- Are experiencing a catastrophic medical hardship,
- Have exhausted all paid leave,
- Are not covered by any other income replacement program.

Procedure

Application

Application must be made on the appropriate forms as provided by Human Resources at the time of application. The application must be recommended for approval by the supervisor and the Vice President of Human Resources. The President must give final approval to the application. Approval is based on the merits of each case. The decision is final and is not subject to grievance or appeal.

Once an employee has been approved for participation, contributions must be made from accrued leave and may only be transferred to employees in the same classification (i.e. classified to classified, APT to APT and faculty to faculty). APT and Classified employees may only donate accrued annual leave. Faculty do not accrue annual leave and therefore contribute accrued sick or personal leave.

Approval or disapproval will be based on the merits of each individual case and the following guidelines:

- Application can be made only for personal use.
- Applicants must have one year of service before applying for use of transferred leave.
- Applicants must have exhausted all annual and sick leave.
- Requests must be made for reasons listed under the purpose of the program (normal pregnancy, common illness, coverage by Worker's Compensation, or PERA disability are excluded).
- Application does not constitute automatic approval of the request.
- If approved, the granted leave is meant to cover only the duration of the illness/injury for which it was collected.
- Performance, tenure, and leave usage patterns may be considered in the decision to grant or deny the application.
- All or a portion of the time requested may be granted.
- The decision to approve or deny the application is final and not subject to grievance or appeal.
- In cases where the situation ceases to exist or the employee dies, terminates or retires, any unused portion of the collected leave will be refunded to donors on a pro-rata basis.
- Awarded time may be applied retroactively to the beginning of the leave-without-pay period for the illness/injury for which it was granted.
- Board Policy rules and procedures which apply to paid leave apply to use of awarded time except that it is not part of the final pay-out for retirement or termination.

Contribution

Employees will complete a leave contribution authorization form available from the Human Resources Office.

Contributions must be made from accrued leave and may not be based on future leave accruals. A minimum donation of two hours of accrued leave is required. The employee is encouraged to keep some balance for his/her own use.

Contributions are voluntary and confidential.

Contributions will no longer be accepted when the amount needed has been received. When more contributions are available than needed, donors will receive a proportionate refund (number of extra hours/number of donors).