

3.23 - SHARED LEAVE

Effective: XX XX, 2026

Deleted: XX XX, 2026

Purpose: To outline the availability of shared leave for employees.

Scope: This policy applies to all University employees campus wide.

Responsible Office: Human Resources

Policy Statement: When employees or their family members experience a serious, extreme, or life threatening illness which meets certain specific criteria, as defined in K.A.R. 1-9-23, they may be eligible for shared leave. Shared leave will not be granted for common illnesses, minor surgeries or routine surgery.

Unclassified - All unclassified employees who accumulate sick leave shall be eligible for participation in the shared leave program of the state of Kansas. All unclassified employees who participate in the shared leave program may donate sick leave as long as the donation does not cause the accumulated sick leave balance of the donating employee to be less than 480 hours, unless the employee donates sick leave at the time of separation from service. University Support Staff - University Support Staff employees must have been in a permanent position at least six (6) months and have exhausted their paid leave including vacation leave, sick leave, and compensatory time credits to receive shared leave from other USS and unclassified employees. Shared leave may be denied if it is determined that the requesting employee has a history of leave abuse. A USS employee will be eligible to donate vacation leave or sick leave to another employee if:

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All benefits-eligible employees who have been employed at least six (6) continuous months and have exhausted their paid leave shall be eligible for participation in the shared leave program of the state of Kansas.

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Shared leave may be denied if it is determined that the requesting employee has a history of leave abuse.

Employees will be eligible to donate vacation leave or sick leave to another employee if:

- the donation of vacation leave does not cause the leave balance of the donating employee to be less than eighty (80) hours; and/or
- the donation of sick leave does not cause the leave balance of the donating employee to be less than 480 hours.

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If the donor is retiring or terminating employment, the minimum balance is waived.

If the request is determined to be ineligible for shared leave, the employee may submit a written request to Human Resources for Additional Paid Leave consideration.

Definitions: All words and phrases shall be interpreted utilizing their plain meanings unless otherwise defined in another University or Board of Regents policy or by statute or regulation.

Family Member - Includes persons related to the employee by blood, marriage or adoption, provided, however, that adult children (age 18 or older) are expressly excluded; and minors residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders code.

Procedures: All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University's administrator in charge of Human Resources Procedures.

[Hyperlink to Human Resources procedures]

Related Policy Information: K.A.R. 1-9-23

History: Adopted: Unknown [Included in UPM as Policies 3A.12, 3A.1201, and 3A.1202]

Revised: 08/15/2024 [Policy 3A.12 (including 3A.1201 and 3A.1202) combined as part of UPM Revision]

Revised: XX/XX/2026 [Policy revised to reflect current practices.]

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