Leave Sharing Program

- HRS Chapter 78-26, Leave Sharing Program

- Help ease the financial burden of employees who have exhausted all paid leave and must take time off from work without pay

Who is Eligible to Receive Leave Share?

- Employee who has a serious personal illness or injury

- Employee who is caring for a family member who has a serious personal illness or injury and is incapable of self-care
  
  o Employee must be the primary, full-time caregiver

Serious Personal Illness or Injury

- Certified by a doctor

- Life threatening or critical, severe and debilitating, and

- Catastrophic in nature, and

- Totally incapacitating, and

- Unable to work for at least 30 consecutive days
### Examples of Critical, Severe and Debilitating Illness or Injury

- Cancer
- Heart Attack
- Stroke
- Disabling Accident

### Examples of Non-Critical, Severe and Debilitating Illness or Injury

- Minor surgery
- Routine pregnancy
- Illness due to colds or flu
- Broken limb
- Non-critical medical condition

### Family Member

- Spouse
- Parent
- Domestic Partner
- Civil Union Partner (effective January 2012)
- Unmarried child in a blood or legal relationship or “hanai” relationship

### Other Eligibility Criteria

- Employed for 6 continuous months
- At least 0.5 FTE
- Exhausted all paid leave
- Ineligible or no longer eligible for temporary disability benefit
Other Eligibility Criteria (cont.)

- Ineligible for workers compensation benefit
- Paid by non-federal funds
- Not disciplined for sick leave abuse (past 2 yrs)
- No outstanding salary overpayment

Requesting Leave Share Credits

- May request up to 3 months of shared leave credits at a time
- Recipient’s condition shall be re-certified with each request for additional shared leave credits
- Request shall be submitted within 30 days after date of eligibility

Leave Sharing Lifetime Maximum

- 12-Month Employee
  - No more than 240 days
- 9-Month Employee
  - No more than 180 days
- Lifetime maximum is for employment at the University
- Proposing a limit on the number of days to care for a family member

Donating Accumulated Leave Credits

- Donate vacation leave credits
- If employee does not earn vacation leave, may donate sick leave credits
- To employees of the University of Hawai‘i
Options to Donate Leave Share

- Direct share option
  - Donate to a specific co-worker
  - Any unused shared leave credits shall be deposited to the central leave bank.

- Central leave bank option
  - University's Central Leave Bank (CLB)

- All donated leave is irrevocable

Update of Administrative Procedure

- Administrative Procedure A9.470 Leave Sharing Program is being updated and is currently being reviewed by the Unions.

- Once the Administrative Procedure is finalized, OHR will conduct training for supervisors and human resources representatives.