

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>21.</b>	<b>VOLUNTARY SHARED LEAVE POOL</b>
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### 21-1. Definitions

- Voluntary Shared Leave – Voluntary shared leave (VSL) allows an employee to **opt-in** to assist qualified employees in the case of a prolonged medical condition which exhausts the receiving employee's available leave. This is done by donating **vacation leave** to offset the sick leave of another employee. VSL also allows employees to contribute vacation days including those that would be lost because of the maximum vacation cut-off to be contributed to a general VSL pool without the designation of a specific recipient. VSL does not apply to incidental, normal, or short-term medical conditions.
- Prolonged Medical Condition – A prolonged medical condition is one which is likely to require an employee's absence from duty for at least 25 workdays for self or as a necessary care-giver for the medical condition of an immediate family member.
- Immediate Family – For the purpose of this policy, immediate family is defined as spouse, children, dependent parents, dependent brothers, dependent sisters, dependent mother/father-in-law, dependent grandparents, and dependent grandchildren.

### 21-2. Participation

1. Participation in the Voluntary Shared Leave Pool is limited to members who choose to donate into the bank during any given calendar year. To be eligible to participate, an employee must donate a minimum of 8 hours of **vacation** into the bank on/or before the first pay check date in January. This is also the pay check date that vacation gets reset back to the maximum limit.
2. The supervisors of donor employees will be notified so each supervisor can be aware of the adjustment in vacation balances.
3. Members who use the VSL pool will not be required to replace such days except as a regular contributing member.
4. If an employee elects not to participate in any given year, they must give written notification by December 15 prior to the start of the new year. These employees are then not eligible to receive benefits that year regardless of previous participation.

### **21-3. Application Process**

1. Active participants in the program will access the benefit by submitting a formal application for consideration to the Human Resource Department. The Human Resources Manager will call the Voluntary Shared Leave Pool Committee together to determine the eligibility of the request.
2. A physician's statement describing the specific nature of the medical treatment and an estimated recovery or treatment time must accompany an application to receive VSL.

### **21-4. Restrictions**

1. Donors of VSL may not donate time that reduces their vacation balance below 40 hours.
2. An employee must use at least twenty-five (25) leave days (paid or unpaid) for the same illness prior to receiving Voluntary Shared Leave. An employee must have used all available leave, including annual or sick leave before receiving VSL.
3. Employees do not earn vacation or sick leave while receiving VSL.
4. The maximum number of hours per illness event that may be transferred to an individual is 520.
5. Employees may not receive VSL for periods of time during which they are being paid from any other source related to work at Box Elder County.
6. The VSL pool will not allocate more days than is in the pool.

### **21-5. Administration**

1. A committee appointed by the Commission and consisting of five members including a member of the Employee Committee, a Department Head, an Elected Official, the Human Resources Manager, and the County Attorney will develop and administer the Voluntary Shared Leave Pool of donated time. They will develop guidelines which are fair and consistent and recognize County priorities.
2. The Voluntary Shared Leave Pool is considered to be an employee's program permitted by the County Commission. Decisions associated with the program are made by the Vacation Shared Leave Pool Committee. Decisions of the Committee will be by a majority vote. The decisions of the Committee are determined to be final.
3. Habitual "earn and burn" of accrued leave will be taken in to consideration in the Committee's decision.