

RESOLUTION NO. 2013-28

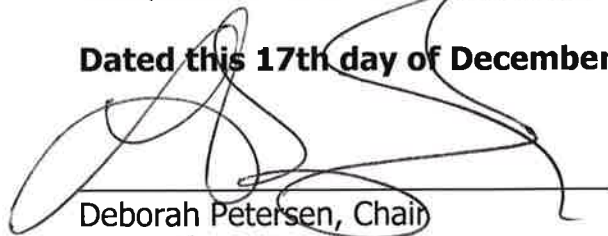
**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD,
ADOPTING AN EMPLOYEE SHARED LEAVE POLICY**


WHEREAS, the employees of Mason Transit Authority (MTA) desire to share their employee leave hours with other employees in need; and

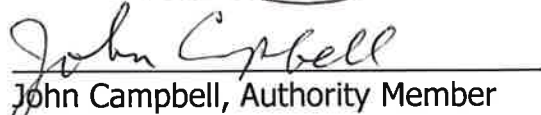
WHEREAS, a policy to establish the criteria for the sharing is necessary,

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Shared Leave Policy which is attached hereto as Exhibit A and incorporated herein be established and adopted.

Dated this 17th day of December, 2013.


Deborah Petersen, Chair


Mike Olsen, Vice-Chair


John Campbell, Authority Member

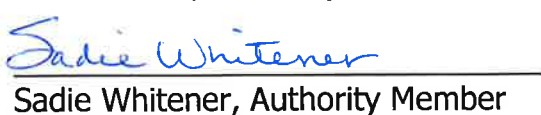

Herb Gerhardt, Authority Member


Terri Jeffreys, Authority Member


Randy Neatherlin, Authority Member


Tim Sheldon, Authority Member

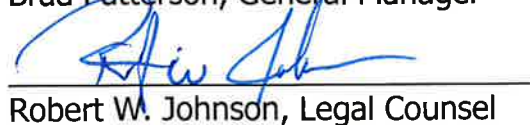

Gary Volk, Authority Member


Sadie Whitener, Authority Member

APPROVED AS TO CONTENT:


Brad Patterson, General Manager

APPROVED AS TO FORM:


Robert W. Johnson, Legal Counsel

ATTEST:


Jeri A. Wood, Clerk of the Board

DATE: 12-17-13

POLICY – SHARED LEAVE

See Also: PRO-3300.05, Employee Handbook,
FRM 3300.05.1 and FRM 3300.05.2

Prepared by: Human Resources
Approved by: Board of Directors

POL-3300.05 DONATING AND RECEIVING SHARED LEAVE

This policy permits employees to share their accrued sick and/or vacation leave with a Family and Medical Leave Act (FMLA)-qualified eligible employee or an employee who has to bridge their FMLA with Leave Without Pay. **The program is intended to provide paid time to an employee during his or her 12-week FMLA protected leave or when bridging FMLA with Leave Without Pay.**

1. Employees Qualify

This policy applies to all full-time and part-time employees who have completed 12 months of service and worked a minimum of 1,250 hours.

2. Employees Must Meet Criteria set Forth to Qualify for Shared Leave

Employees must meet specific criteria to receive shared leave. Eligibility is determined by Human Resources and based on:

- Total accrued leave balances must be exhausted, or will be exhausted, according to MTA's policies for the use of leave.
- Employee must submit documentation from a primary health care provider verifying the employee or their immediate family suffers from an extraordinary, catastrophic severe illness, injury or impairment, or physical or mental condition.
- Employee's job is one in which sick leave can be accrued and used.
- Employee is ineligible for Worker's Compensation, unemployment, or state retirement.
- Condition has caused, or is likely to cause, employee to go on leave without pay.

3. Employees Must Request Shared Leave Through the Human Resources Manager

All shared leave requests will be coordinated through the Human Resources Manager. The request shall include:

- Verbal or written statement requesting shared leave.
- Supporting evidence of need for shared leave, including appropriate medical documentation and/or justification.
- Length of time the employee can reasonably be expected to be absent due to condition.
- Amount of shared leave hours requested.
- Confirmation from requesting employee if the request be anonymous.

POLICY – SHARED LEAVE

See Also: PRO-3300.05, Employee Handbook,
FRM 3300.05.1 and FRM 3300.05.2

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Approved by: Board of Directors

4. Employee Shall Not Receive More Than the Amount Necessary to Cover Time Off

Employee requesting shared leave shall not receive more than the amount necessary to cover the time off from work.

5. Personal Situation Kept Confidential

Personal situation and reason for needing shared leave will be kept confidential by Human Resources and management without specific authorization from the employee receiving the donated leave.

6. Donations will be Kept Confidential

The names of those donating sick leave or vacation leave to an individual is confidential and will not be released to the employee receiving donations.

7. Leave Balance Must Stay Above 40 Hours of Sick Leave and 40 Hours of Vacation Leave

Employees wishing to donate leave must have actual hours accrued and are required to reserve a minimum of 40 hours of sick leave and a minimum of 40 hours of vacation leave for their own needs.

8. Terminating Employees

Employees who have given notice to separate may not donate sick leave or vacation leave.

9. All Donations Shall be Voluntary

No coercion, threats, intimidation or financially induced efforts will be tolerated. Such behavior will be subject to disciplinary action up to and including termination.

10. Donation Acknowledged in Writing

All donations will be screened to ensure compliance with #7, then accepted by Human Resources and acknowledged in writing.

11. Leave Donated will Not be Returned

Once the recipient has returned to work or has reached his or her maximum allowable leave, unused shared leave will be placed in a shared leave bank and used for the next person requiring shared leave.

12. Leave will be Donated Hour for Hour

No consideration is given to the dollar value of the leave donated. All donations are on an hour-for-hour basis and in one-hour increments. An employee receiving and using shared leave hours from another employee is paid for such

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See Also: PRO-3300.05, Employee Handbook,
FRM 3300.05.1 and FRM 3300.05.2

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hours based on the receiving employee's work schedule and at the receiving employee's rate of pay.

13. Employee Maintains Status

While on shared leave, the requesting employee maintains their regular status and benefits with MTA.

14. Family Medical Leave Act (FMLA) and Leave Without Pay Runs Concurrently

Shared leave runs concurrent with FMLA and Leave Without Pay.