


**RESOLUTION NO. 2017-02**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING POL 200 SHARED LEAVE POLICY.**

**WHEREAS**, Mason Transit Authority (MTA) desires to establish a policy to permit employees to share their accrued vacation or sick leave with an eligible employee whose leave balances may be depleted by reason of extraordinary, catastrophic severe illness or injury involving the employee or their immediate family;

**NOW THEREFORE, BE IT RESOLVED** by the Mason Transit Authority Board that POL-200 Shared Leave Policy, a copy of which is attached hereto and incorporated herein, is approved and adopted.

Adopted this 17<sup>th</sup> day of January 2017.



Terri Jeffreys, Chair



John Campbell, Vice-Chair



Wes Martin, Authority Member



Tracy Moore, Authority Member



Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member



Don Pogreba, Authority Member



Ginger Seslar, Authority Member



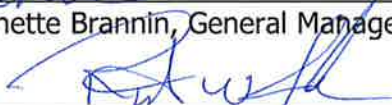
Kevin Shutty, Authority Member

APPROVED AS TO CONTENT:



Danette Brannin, General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST:



Tracy Becht, Clerk of the Board

DATE:

1/17/2017



<b>Title:</b>	Shared Leave
<b>Number:</b>	200
<b>Effective:</b>	January 17, 2017
<b>Cancels:</b>	January 1, 2014, March 6, 2006
<b>Prepared by:</b>	Human Resources
<b>Approved by:</b>	Authority Board Resolution No. 2017-02

## **POL-200 DONATING AND RECEIVING SHARED LEAVE**

This policy applies to all Mason Transit Authority (MTA) employees who have completed probation.

### **1.0 Policy**

This policy permits employees to share their accrued vacation or sick leave with an eligible employee whose leave balances may be depleted by reason of extraordinary, catastrophic severe illness or injury involving the employee or their immediate family.

### **2.0 Employees Must Meet Criteria Set Forth to Qualify for Shared Leave**

MTA has established that employees must meet specific criteria to receive shared leave. Eligibility will be determined by the Human Resources Manager based on these criteria:

- Donee's total accrued leave balances must be exhausted, or will be exhausted, according to MTA's policies for the use of leave.
- The Donee must submit documentation from a primary healthcare provider verifying the Donee suffers from, or has an immediate family member suffering from, an extraordinary, catastrophic severe illness, injury or impairment, or physical or mental condition.
- The Donee's job is one in which vacation and sick leave can be accrued and used.
- The Donee is ineligible for Worker's Compensation, unemployment, state retirement, or long-term disability insurance.
- The condition has caused or is likely to cause the Donee to go on leave without pay.
- The Donee has not received more than a total of 600 hours of shared leave throughout the term of their employment.

### **3.0 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 Donee 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.

### **4.0 Employee Shall Not Receive More Than the Amount Necessary to Cover Time Off**

See Also: Employee Handbook, PRO-200, FRM-200A, FRM-200B



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Employee requesting shared leave shall not receive more than the amount necessary to cover the time off from work for the condition for which leave is requested.

**5.0 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.

**6.0 Donations will be Kept Confidential**

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

**7.0 Leave Balance Must Stay Above 40 Hours of Sick Leave and 40 hours of Vacation Leave**

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

**8.0 Terminating Employees**

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

**9.0 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.

**10.0 Donation Acknowledged in Writing**

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

**11.0 Return of Shared Leave to Donor**

Unused shared leave may not be returned until the Donee employee is released to work and has obtained a statement indicating the employee's condition has been resolved. To the extent administratively feasible, the unused leave which was transferred by more than one employee shall be returned on a pro rata basis (see RCW 41.04.665).



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

**13.0 Employee Maintains Status**

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

**14.0 FMLA Will Run Concurrent**

Shared leave will run concurrent with FMLA leave as required by MTA policy and law.