



Agenda Item Summary Sheet

Date: 11/12/24

Item #: 7

Item Title: Voluntary Shared Leave Policy

Item Summary:

The purpose of voluntary shared leave is to provide economic relief for employees who are likely to suffer financial hardship because of a prolonged absence or frequent short-term absences caused by a serious medical condition. A serious medical condition is defined by FMLA standards as an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider.

Employees that experience prolonged medical conditions may exhaust all available leave and be placed on leave without pay. This will result in the employee going without pay during a critical point in their life. Under these circumstances, fellow employees may wish to voluntarily donate some of their vacation or sick leave in order help a fellow Employee.

Staff Recommendation and Requested Action: Approval of attached personnel policy

Attachments: draft Voluntary Shared Leave Policy