

Wayne State College

Shared Leave Request Form

Name of Recipient _____
Last First MI

Please explain the reason for your request and how time off work will create a financial hardship for you.

Do you currently have any disciplinary actions or written warnings for excessive absenteeism on file during the previous twelve (12) months?
Yes___ No___

Do you currently have a satisfactory performance evaluation on file for the last twelve (12) months? Yes___ No___

Number of days requested _____

Signature of recipient _____

Date_____

Please forward to the Human Resources/Payroll Office

NAPE Agreement

Section 19.8 Crisis Leave Sharing Program.

Employees may contribute accrued vacation leave or compensatory hours to benefit another employee at the same College who is suffering from a catastrophic illness. Vacation leave or compensatory hours may be donated in no less than one (1) day increments. Hours donated but not used will be maintained in a crisis leave sharing pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College which shall include at least one (1) support staff bargaining unit employee. The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay. The crisis leave sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

NSCPA Agreement

Section 14.5 Crisis Leave Sharing Program

Unit members may contribute accrued vacation leave to benefit another employee at the same College who is suffering from a catastrophic illness. Vacation leave may be donated in no less than one (1) day increments. Hours donated, but not used, will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College and including a unit member. The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had an absence of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay. The crisis leave-sharing program will permit salary and insurance continuation for those employees receiving shared leave. Details of this program are available at the Human Resource Office and on the HR Website.

SCEA Agreement (2007-09)

Section 11.14 Crisis Leave Donations

Faculty members may contribute one (1) day of accrued sick leave per calendar year to benefit another State College employee on the same campus suffering from a catastrophic illness. Sick leave shall be donated in no less than a one (1) day increment. Hours donated but not used will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College and including a faculty bargaining unit member. The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety days (90) in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay. The crisis leave sharing program will permit salary and health insurance continuation for those employees receiving shared leave. Details of the Crisis Leave Sharing Program are available at the College Human Resources or designated office and on the HR website. The College will provide other means to ensure that employees are knowledgeable about the eligibility criteria and availability of this program. In the event any substantive changes are proposed to this program, the SCEA will be provided advance notice and an opportunity to meet and confer on the proposed changes prior to their implementation.

Board Policy 5102

Faculty Employees Excluded from the SCEA Bargaining Unit

Board Policy 5103

Professional Staff Employees Excluded from the NSCPA Bargaining Unit

Board Policy 5104

Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit