

Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation	
Effective Date: 11/01/2009 Revision Effective Date: 3/11/2013	Page: 1 of 2
Policy Title: Leave Bank	
Purpose: The purpose of the Leave Bank Policy is to provide needed sick leave to qualifying USOE and USOR employees.	
Authority Reference:	

POLICY

All leave rules and policies for The Utah State Office of Education/ Utah State Office of Rehabilitation are in conformance with DHRM Rule R477-7-18. The program is intended to aid employees who have had a catastrophic event requiring extended absence from work and whose leave benefits have been or will be exhausted. This policy is not intended to underwrite abusive use of sick leave.

Only employees eligible for leave benefits will be eligible to receive donations under this policy. Hours donated to the Leave Bank may not be used until all other forms of paid leave are exhausted. Leave Bank hours may not be used at the same time as Workers Compensation salary benefits. Employees who donate to employees in other departments are subject to those department's policies and procedures.

At the beginning of the Calendar year, all use or lose annual leave will be captured in an "Agency" Leave Bank. Donations outside of the annual use or lose will not be accepted.

Definitions

Catastrophic event: an illness, physical condition or accident producing a life threatening or incapacitating situation for which extensive medical treatment or prolonged absence from work is necessary. This applies to either the employee or a member of the employee's immediate family members. Included in this definition is pregnancy of the employee.

Immediate Family Members: Spouse, children or parents living in the employee's home.

Leave Bank for the Employee

The maximum number of donated leave hours that may be used by an employee is 480 hours per accident or illness.

Leave Bank for an Employee to care for an Immediate Family Member

The maximum number of donated leave hours that may be used by an employee to care for an immediate family member is 240 hours per accident or illness. An employee will only be compensated for ½ of the hours needed to care for an immediate family member up to 40 hours per pay period. An example would be, if the employee is away from work for 40 hours in a pay period, the leave bank would only compensate for 20 hours of that time and the remainder would be leave without pay.

Procedure

An eligible employee who has had a catastrophic event and whose leave benefits have been or will be exhausted, submits a written request for Leave Bank assistance to the appropriate individual according to the following chart:

Hours	USOE	USOR
Up to 80	Supervisor, consult with Division Director	Field Service Director Or equivalent, consult with Program Administrator
81 to 239	Division Director, consult with Associate Superintendent	Division Director, consult with Executive Director
240 to 480	Superintendent or Designee	Executive Director or Designee

Human Resources must be consulted before any leave bank hours are approved. The request must include the employee's name, the date leave benefits will be exhausted, the date the employee's absence began and an estimate of how many hours of leave will be needed. The employee must apply for Family Medical Leave (FMLA) with Human Resources including the Certification of Health Care Provider. The employee's supervisor may submit the written request if the employee is not able to do so.

The Supervisor, Director or Superintendent or designee reviews and approves or disapproves the request. Criteria for approval are, but not limited to: 1) Is this a catastrophic event? 2) Is this for the employee or an immediate family member? 3) Has the employee used up all other leave? 4) Has the employee shown a pattern of leave abuse? 5) Does the request include all the required information? If approved, the approving body will notify the employee of the number of hours approved as well as notifying Human Resources.