Emergency Shared Leave Pool for COVID 19

Purpose
The purpose of the OC emergency shared leave pool is to permit OC employees, at no significantly increased cost to the state for providing leave, to share leave with another Olympic College employee until the expiration of the Governor’s Proclamation 20—05, issued February 29, 2020.

Policy
Olympic College allows its employees to come to the aid of another state employee who is likely to take leave without pay or terminate his or her employment and the president (or designee) determines they have exhausted accrued leave and are absent due to emergency situations such as communicable diseases and is not able to telework.

Procedures for Receiving Emergency Shared Leave

If the eligible employee has depleted or will shortly deplete applicable annual and sick leave reserves or in the case of an employee directed to self-quarantine but is otherwise healthy, the employee must submit a request for Emergency Shared Leave to the Office of Human Resources (HR) as soon as possible and as outlined below, subject to the Limitations that follow the list of qualifying conditions.

If the employee is incapacitated and unable to submit a request, the employee’s emergency contact or other designated representative may contact HR for the employee.

Emergency Use of Shared Leave for Employee who is sent home by a supervisor due to fever, cough or shortness of breath AND for which telework is NOT an option

**Qualifying Condition**
The employee has been sent home due to a fever, cough and/or shortness of breath by a supervisor AND cannot complete all or part of their work by telework.

**Verification**
Employee may be requested to show proof of the order of the supervisor.
Limitations

This leave is available due to the adoption of a separate emergency shared leave pool. Availability is based on donations to the Emergency Pool. Shared leave totals available are based on the period of time needed to recover and show no symptoms for 72 hours prior to return after being sent home.

Emergency Use of Shared Leave for Employee who is otherwise healthy and is required to self-quarantine by public health official or health care provider, due to concerns relating to COVID-19 AND for which telework is NOT an option

Qualifying Condition

The employee has been required to self-quarantine by a public health care official or a health care provider due to high or medium risk or exposure to the 2019 novel coronavirus (COVID-19) AND cannot complete all or part of their work by telework.

Verification

Employee may be requested to show proof of the recommendation, request or order of the public health official or health care provider.

Limitations

This leave is available due to the adoption of a separate emergency shared leave pool. Availability is based on donations to the Emergency Pool. Shared leave totals available are based on the period of quarantine.

Limitations on Receipt of Emergency Shared Leave

1. The recipient of shared leave will be required to use their own leave accrued before receiving leave;
2. Emergency shared leave is not guaranteed. Granting of shared leave is dependent on available donations.
3. The qualifying employee may receive and use a maximum of 14 days of emergency shared leave during the period of the Governor’s proclamation. These days will be counted as part of the maximum of 522 days of shared leave during the lifetime of their state employment;
4. Employees receiving Shared Leave must submit such leave on the timesheet for the respective pay period, except under extraordinary circumstances, which should be worked out with HR. It is the responsibility of the employee to verify with Human Resources that the requisite amount of shared leave has been provided to the qualifying requester for each pay period.
5. Shared leave cannot be used for job-related illness or injury that is covered by workers’ compensation.

6. The college should consider other methods of accommodating the employee’s needs such as telework, modified duty, modified hours, flextime, or special assignments in place of shared leave.

7. An employee may not use Shared Leave for Bereavement Leave.

Leave Use and Accrual While on Emergency Shared Leave

An employee continues to accrue sick leave and annual leave as long as s/he is not in a non-pay status for more than ten (10) working days in a month. Monthly leave accruals will be applied as they are earned before applying shared leave.

Procedures for Donation of Emergency Shared Leave

Notification of Need for Emergency Shared Leave

HR will publicize the need for Emergency Shared Leave via campus e-mail. The requestor’s name and reason for requesting shared leave will remain confidential and will not be published by HR.

Limitations on Employees Donating to the Emergency Shared Leave Pool

Employees wishing to share leave must contact HR or submit an Emergency Shared Leave Donation form to the HR Office. Part-time hourly employees and student employees may not donate leave. To be eligible, employee donations of shared leave must meet the following requirements specific to the type of leave being donated:

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<tr>
<th>Type of Leave</th>
<th>Leave Donation Requirements</th>
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<tbody>
<tr>
<td><strong>Vacation Leave</strong></td>
<td>Employees may donate four (4) or more hours, as long as they retain a vacation leave balance of at least 80 hours after the donation is deducted.</td>
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<td></td>
<td>Classified and Administrative employees may not donate any annual leave hours accrued in excess of the 240-hour maximum if they would otherwise not have had sufficient time to use the hours before their next anniversary date.</td>
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<tr>
<td><strong>Sick Leave</strong></td>
<td>Employees may donate four (4) or more hours, as long as they retain a sick leave balance of at least 176 hours after the donation is deducted.</td>
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**Personal Holiday**  Classified and Administrative employees may donate four (4) or more hours of their personal holiday. Any personal holiday hours not donated must be used at one time within the current calendar year.

**Personal Leave**  Employees may not donate personal leave.

**Procedures for Returning to Work**

Shared leave ends when an employee returns to work, separates from employment, or a medical condition improves to the point where it no longer qualifies for emergency shared leave or 14 days, whichever is longer.

When the receiving employee is able to return to work, the employee will need to take the following steps to resume regular work status:

1. For leave due to a supervisor sending the employee home due to a fever AND cough or shortness of breath, the employee confirms that they have had no fever and the other symptoms have abated for a period of 72 hours and must notify HR of return to work status.
2. For self-quarantine purposes, employee has fulfilled the quarantine period required by the health care provider or the public health official and must notify HR of return to work status.

**Administration of Emergency Shared Leave Pool**

The shared leave procedure will be administered in accordance with Office of Fiscal Management regulations. In an effort to improve the administrative workload process of the shared leave program, the procedure for processing shared leave shall be a “first in, first use” basis, i.e., each donation form will be considered a “batch” and will be processed and used up in full based on the leave needs of the employee(s) requesting the leave per payroll period. Once that leave is exhausted, that batch will be closed and leave from a second donor will be processed.

When there is a shortage of donated leave, HR will split the donations evenly to qualifying requesting employees. Those employees are responsible for confirming enough shared leave is available to cover their qualifying request.

Unused shared leave hours donated will be returned to the donors. If personal holiday hours are returned, they may only be used or re-donated in the calendar year accrued.
Specific Authority

WAC 357-31; RCW 41.04.680; OFM Shared Leave 25.40.10; current AHE Faculty Bargaining Agreement; current WPEA Collective Bargaining Agreement

History of Policy and Procedures

OC Executive Team Sponsor: Dr. E. Lee Felder, VP of Human Resources

Adopted by OC Executive Team: March 2020

Contact: Human Resources, HR Benefits