



The University of Oklahoma Shared Leave Program  
Employee Request To Donate Leave

**2015  
in  
2015**

First Name:	Last Name:
Department:	Email :

Number of hours I want to donate:

I agree that my donation is voluntary and may be deducted from my paid leave balance. I also agree that any unused shared leave that is donated by me can be added to the Shared Leave Pool which can be awarded to any qualified employee.

Signature:	Date:
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You may donate any amount so long as your remaining Paid Leave Balance is at **least 50%** of your Annual Accrual Rate. Thank you for donating your leave to the Employee Shared Leave Pool. If you have any questions about this form or the donation process, please contact OU Human Resources (HSC: 405-271-2180, Tulsa: 918-660-3190).

Please submit to: [jessica-a-rodriguez@ouhsc.edu](mailto:jessica-a-rodriguez@ouhsc.edu), Fax: 271-3925



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## Frequently Asked Shared Leave Questions

### 1. Can I only donate to coworkers in my department?

Donated paid leave is transferable between employees in different University departments within each campus.

### 2. What is the Shared Leave program?

The Shared Leave Program is a means for a University employee to donate paid leave to a fellow University employee who is eligible for and requires leave while experiencing a serious health condition, which has caused, or is likely to cause, the employee to take leave without pay.

### 3. I have maxed out my PTO balance. Can I donate that time instead of rolling over into my ESL balance?

Yes, you may donate any PTO hours that you do not want to rollover into your ESL balance.

### 4. I would like to donate leave to a coworker. Can I do that?

Yes. Twelve-month employees who hold benefits-eligible appointments that accrue paid leave and have a paid leave balance greater than 50% of annual accrual are eligible to be employee donors. A donating employee can donate paid leave at any time during the budget year.

### 5. I donated leave to a coworker, but they were not approved for shared leave. What happens to my donated leave?

Any unused shared leave donated to a specific employee will be maintained in the Shared Leave Pool to be distributed to other qualified employees.

### 6. How is donated leave maintained?

The Shared Leave Pool will include both: (1) paid leave hours donated by eligible employees for distribution to a specific employee who has applied for and been approved for receipt of shared leave, and (2) paid leave hours which have previously been donated but not distributed.

### 7. Can I use shared leave for the birth of a child?

No. The policy defines a serious health condition as follows: "A serious, extreme, catastrophic, or life-threatening medical condition is a period of incapacity requiring the employee to be medically unable to work for a period of five days or more. The medical condition includes, but is not limited to, continuing treatment or supervision by a healthcare provider, or continuing treatment of a chronic or long-term health condition. The employee must be suffering from an

extraordinary or severe illness, injury, impairment, or physical or mental condition that has caused, or is likely to cause, the employee to take leave without pay.”

**8. I have exhausted my PTO, but not my ESL. Am I eligible for shared leave?**

No. The recipient employee must have exhausted all paid leave prior to being eligible to receive shared leave.

**9. If the Shared Leave Committee determines that an employee is eligible for shared leave, how much shared leave will they receive?**

Shared leave is meant to cover only the duration of the serious health condition for which it was approved. The receiving employee shall be paid his or her regular rate of pay, up to a maximum of \$2,500 per month of approved shared leave. Each hour of approved shared leave will be provided to the recipient on an hour for hour basis. The leave received will be designated as shared leave and will be maintained separately from all other leave balances.

**10. Is there a maximum amount of shared leave that an eligible employee can receive?**

Yes. The Shared Leave 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 480 hours in a 12-month period. An employee cannot exceed 260 days or 2,080 hours of donated leave during total University employment.

**For more information contact:**

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