

Leave Share Program Policy

Approved by: Northeastern State University Executive Cabinet	History: Adopted – Revised –
Responsible Official: Human Resources humanresources@nsuok.edu (918) 444-2230	Related Policies: Family Medical Leave Act (FMLA)
	Additional References: Forms: Leave Sharing Donor Application Leave Share Recipient Application

HR 5.4 LEAVE SHARING PROGRAM

The Leave Sharing Program provides a means for NSU employees to donate paid leave to a fellow University employee who is eligible for and requires donated leave time due to an extraordinary or catastrophic illness, injury, impairment or physical or mental condition for either the employee or an immediate family member, and which has caused or may cause the employee to take leave without pay or terminate employment. For the purposes of this policy, "immediate family member" shall be limited to the spouse, child, stepchild, grandchild, grandparent, parent or stepparent of the employee. This term shall also include foster children and legal wards, but not in-laws.

The NSU Leave Bank is maintained through Personal Leave hours donated for general distribution. The Office of Human Resources will solicit donations for the Leave Bank as needed. Employees shall have no expectation of entitlement to Leave Sharing. Receipt or donation of shared leave is a gift from fellow employees and is not intended to constitute or obligate debt or reciprocity. The Office of Human Resources has sole discretion in determining eligibility for participation in the Leave Sharing Program at NSU. Details of the program are available from the Office of Human Resources.