

# ANNUAL LEAVE SHARING BANK

## For State Classified Staff

### POLICY & PROCEDURES

**Colorado State University**  
Benefits Office  
Human Resource Services  
6004 Campus Delivery  
Fort Collins, CO 80523-6004  
(970) 491-6737

#### **What is the Leave Bank?**

The University, with the assistance of the Classified Personnel Council, has developed a Leave Sharing Program for Colorado State's classified staff. In spring 1990, the State of Colorado approved a Leave Sharing Program for all classified staff employees.

The original Leave Bank pool was established through donations of annual leave from other employees. Since the program's inception in June 1992 we have experienced a steady increase in the number of applications to utilize the leave bank. We periodically ask for donations from all Colorado State University Classified employees. Donations are accepted at anytime throughout the year.

The leave sharing program was established to provide some income protection to eligible state classified employees who need to be absent from work for a prolonged period of time, but who have inadequate paid time-off accumulated (annual leave, sick leave, compensatory time or accrued holiday time) to cover the absences. This program is intended to cover serious medical hardship or catastrophic illness or injury, such as cancer, major surgery, serious accident, heart attack, etc., posing a threat to life and requiring inpatient, hospice or resident care.

#### **Who can use the Leave Bank?**

Leave sharing is available for those instances involving a state classified employee as well as their family members (i.e., the employee's child, parent, spouse, legal dependent, or another person living in the employee's household for whom the employee is the primary caregiver).

An employee must have completed at **least one year of continuous employment** in a State Classified position at the University and have exhausted all sick and annual leave before becoming eligible to use the leave bank.

Please note that the 30 calendar day benefit waiting period prior to STD benefits income eligibility may be covered as well as the period following exhaustion of STD benefits providing the medical condition meets the criteria. This program is not intended to cover cases of suspected abusive leave usage.

Normal pregnancy, common illnesses and illness/injury covered by short-term disability (STD), long-term disability (LTD), PERA Disability Retirement, Workers' Compensation are excluded. In addition, employees receiving salary replacement or disability benefits through STD, LTD, PERA, Workers' Compensation or no-fault auto insurance are not eligible to apply for the Annual Leave Share Bank. Issues pertaining to Leave Bank eligibility, denial of application, amount of award, etc., are not subject to the grievance or appeal process.

#### **How many hours can one apply for?**

The number of hours an employee is eligible for depends on appointment status. Full-time employees may apply to the bank for up to a maximum of 176 hours (22 work days) per application. The maximum hours will be prorated for part-time employees. An employee may receive only one award during years 2 through 5 of her/his State Classified employment. Employees with more than 5 years of service are eligible for a total of three awards from the Leave Bank Program during their careers. Awards that are utilized in an intermittent manner will only be available for use for a period of six months after the first date of use of the Leave Bank hours. Any award granted prior to July 1, 2007 will not reduce the employees' three award career limit.

### **How does one apply for use of the Leave Bank?**

Employees need to call or come by the Human Resource Services Benefits Office, 555 S. Howes Street, Suite 210, (970) 491-6737 to request an application.

The **completed application** and **medical documentation** from the attending physician providing details of the medical condition and indicating the projected date of return to work must be returned to the Benefits Office for processing.

### **Who decides an application is approved or denied?**

The application is first reviewed by a Benefits Administrator in the Benefits Office to verify the application meets eligibility and application requirements.

The annual leave bank application is sent to the Human Resource Services Benefits Manager. The Manager and the Leave Bank Committee of the Classified Personnel Council will review the application and any other pertinent information. Their recommendations for approval or denial will be forwarded to the Vice President of Administration Services for final action. The applicant will be notified in writing of the decision by the Benefits Manager.

### **How long does the Leave Bank application process take?**

The application process takes approximately 4 weeks (20 work days) after receipt of the **complete** application materials. If the application is approved, payment of the approved hours will be reflected in your next payroll check. If an approval is received after the monthly payroll deadline, payment will be reflected in the following months' payroll check.

### **How are donations to the Leave Bank made?**

State Classified employees may donate **annual leave** in blocks of 4-hours (4-hour minimum) to the **Leave Bank** at any time during the year or during the annual drive for donations (usually in May and June). **Please note that it is time (hours/days) that is being donated, not the dollars represented by the time.** State Classified leave sharing salaries are paid out of the fringe benefit pool which receives contributions from each department.

No donations can be made in excess of available annual leave for the donating employees, and all employees are encouraged to maintain a minimum amount of five days of annual leave. This is a good opportunity for employees to share some excess annual leave they might otherwise lose.

In addition, employees may make direct donations to an **individual**. However, donations should not be made until his/her application has been approved. Once donations are made they cannot be refunded. Donations are strictly voluntary and are kept confidential.

### **What about donation forms and questions?**

Leave Donation forms and Leave Bank applications are available in the Benefits Office, (970) 491-6737. Return completed forms to the Benefits Office of the Human Resources Department, 555 S. Howes Street, Suite 210, Fort Collins, CO 80523-6004.