



Shared Leave is designed to assist benefits eligible employees who have exhausted all paid leave available for use, including vacation leave, sick leave, compensatory time, holiday compensatory time, and the employee's discretionary holiday for either serious, extreme, or life-threatening illness, injury, impairment, or physical or mental condition that are experienced by the employee or a family member of the employee. After six months of continuous service, eligible employees may request shared leave for a qualified illness or injury by filing a Shared Leave request with KDADS Human Resources for review and approval.

Some highlights of the Shared Leave program:

Requesting Shared Leave: The employee will provide a statement from a licensed healthcare provider or other medical evidence to adequately establish that the illness, injury, impairment, or physical or mental condition is serious, extreme or life-threatening. A shared leave committee shall review the request and determine whether to approve or deny the request. Eligibility for Shared Leave ends if the illness or injury is no longer serious, extreme, or life threatening. The agency may deny Shared Leave if a history of leave abuse exists.

Donating Leave: Employees donating annual leave must maintain an annual leave balance of 80 hours after donation. Employees donating sick leave must maintain a Sick Leave balance of 480 hours Sick Leave after donation. Donations must be made in full-hour increments. Donations may be made to an employee in another agency.

Contact Human Resources for more information. Shared Leave request and donation forms are both available at <http://da.ks.gov/ps/subject/sharedlv.htm>

Reference: K.A.R. 1-9-5(e)(2), K.A.R. 1-9-23