

 Metro | *Policies and procedures*

Subject Sick Leave
Section Human Resources
Approved by Office of the Executive

EXCERPT FROM EXECUTIVE ORDER 88 (2005)

Policy is under review. Numbering has been changed from original manual; content is from former Section 26, E. O. 88 (2005).

SICK LEAVE

REPLACED - See Sick Leave for Non-represented Benefits Eligible Employees policy (Jan. 2016)

Applicable to: Metro (non-MERC) Permanent full-time and part-time employees.

6. **Transfer of Leave Credits.** Sick leave is provided as a benefit to each employee as insurance for period of illness. Under normal circumstances benefits are not transferable; however, upon written request of a regular employee to the Chief Operating Officer the voluntary transfer of sick leave hours may be authorized on a limited, carefully monitored basis as follows:
- a. Each request will be reviewed and approval granted or denied on a case-by-case basis by the Chief Operating Officer.
 - b. Requests must be due to a catastrophic, long-term, or chronic illness of the requesting employee only.
 - c. The requesting employee must have no more than 40 hours combined accrued sick leave hours and accrued vacation leave hours at the time of the request.
 - d. Upon approval per (1) above, the requesting employee, or another employee he/she has designated, may initiate a request to Metro employees for the transfer of accrued sick leave hours.
 - e. Employees wanting to voluntarily transfer accrued sick leave hours to the requesting employee may do so only as follows:

- i. The transferring employee's Department Director must authorize the transfer of hours by signature. Such authorization will indicate the transfer of hours can be accomplished within the departmental fiscal year budget.
 - ii. The transfer of accrued sick leave hours cannot exceed a total of 40 hours per transferring employee for each individual requesting employee for each fiscal year.
 - iii. Under no circumstances shall the transferring employee's sick leave balance be reduced to below 120 hours of accrued sick leave because of the voluntary transfer of sick leave hours to another employee.
- f. Normal leave accruals will not continue for requesting employees while they are on paid leave status as a result of transferred hours. However, health and welfare benefits provided for any other employee on paid leave status will continue for the requesting employee for as long as they remain on paid status.
- g. Any transferred sick leave hours unused by the requesting employee shall be returned to all transferring employees' sick leave accrual balances on a pro-rated basis.
- h. Copies of approved requests and approved transfers of hours must be sent to the finance and management information department, accounting division, for implementation and to the office of human resources.