Shared Leave Program Review & Policy Recommendations

Office of Human Resources, Shared Leave Committee, Human Resources Advisory Committee, and Staff Senate

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Agenda

- Board Approved Pilot Program
- Program Review 2002-09
- Economic Cost Estimates
- Recommended Enhancements
- Recommended Limitations
- Accountability Measures
- Next Steps & Discussion
Board Approved Pilot Program

- Board approved 3-yr pilot program in Nov 2002. Extended from 2005-06 to permit evaluation.

- Turnover in HR prevented evaluation; program continued under 2005 authorization.

- Requires Board approval to establish as a continuing staff benefit.
Shared Leave Donations

- 25,132 hours worth $586,350
- 3,142 hours per year worth $73,294
- 247 employees; 860 donations

Shared Leave Awards

- 22,681 hours worth $321,969
- 2,835 hours per year worth $40,246
- 102 employees; 302 leave awards

January 2010 Balance Available

- 2,451 hours worth $57,176
Economic Cost

➢ Assumptions
  ▪ Vacation leave would be lost.
  ▪ 20-25% of sick leave would be used.

➢ Direct Cost – Leave Used
  ▪ $40,000 per year

➢ Net Value of Leave Donations
  ▪ $13,000 to $17,000 per year

➢ Net Effective Cost of Program
  ▪ $23,000 to $27,000 per year
Economic Cost

- **Average Value of Leave Donated**
  - $23.33 per hour

- **Average Value of Leave Used**
  - $14.20 per hour

- **Net “Savings” per Hour of Leave**
  - $9.14 per hour

- **Reduction in Contingent Liability**
  - $26,000 per year
“To promote a sense of collegiality and community among UofL staff by permitting administrators and staff employees to voluntarily contribute vacation or sick leave to fellow staff employees who would otherwise suffer a loss of regular income due to a personal or family catastrophic illness.”
Program Enhancements

- Permit administrators to donate vacation leave (even though not eligible to apply for leave awards).

- Permit direct transfers of leave.

- Increase award limit from 320 hours to 480 hours per year, equivalent to Family Medical Leave (FML) limit.
Program Limitations

- Change name from “Voluntary Shared Leave” to “Catastrophic Shared Leave” to clarify intent.

- Require 12-months of continuous service (similar to FML).

- Exclude illnesses of 7 calendar days or less (similar to Workers’ Comp).
Serious Health Condition

- Use FML standards & guidelines; run concurrent with FML eligibility.

- Condition must prevent employee from being able to perform work; alternative work may be assigned.

- Exclude conditions not medically necessary and absences covered by other leave programs (e.g. parental leave, workers’ comp, disability).
Accountability Measures

- Permit Personal Representative to request leave (including supervisor).

- HR to process all requests.

- Shared Leave Committee would hear appeals and evaluate program.

- HR to develop internal controls and provide periodic reports.
Next Steps & Discussion

➢ Review by Advisory Groups
  ▪ Shared Leave Committee Feb 26
  ▪ Staff Senate Mar 8
  ▪ HR Advisory Committee Mar 11

➢ Review by Administration
  ▪ Executive Vice President & Provost Mar
  ▪ President Apr

➢ Review by Board of Trustees
  ▪ Committee Review May 13
  ▪ Full Board Review Jun 10