

# Helene Voluntary Shared Leave Policy

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# Purpose of Policy

- Establish a Helene Shared Leave Program that allows employees to donate accrued Annual Leave to a shared leave bank for the purpose of assisting eligible employees that have exhausted their applicable leave balances and are in need of additional leave due to the impacts of the storm
- Support employees impacted by Hurricane Helene, while remaining compliant with IRS regulations related to leave sharing programs



# Key Points of Policy

- Many employees were impacted by Hurricane Helene, and, in some situations, employees who have been adversely affected may require additional leave in excess of their available leave balances.
- This Program allows employees to voluntarily donate accrued Annual Leave from their unused leave balances to a Shared Leave Bank for donation to co-workers in need of additional paid leave.
- This Program complies with IRS rules regarding leave sharing for major disasters and ensure that donated leave is used for qualified purposes.
  - Donated leave will be deposited into the Helene Shared Leave Bank to be distributed to leave recipients as needed.
  - HR will maintain appropriate documentation of all leave donations and distributions for compliance purposes.



# Key Points of Policy

- For the purposes of the policy, an employee is considered adversely affected if the impacts of Hurricane Helene caused severe hardship to the employee or family member that requires the employee to be absent from work.
- All applications and transactions will be treated confidentially. This program does not allow a donor to transfer to a specific recipient.
- This Program will end on June 30, 2025 unless extended by the BOC. Any leave deposited that is not used by recipients shall be returned proportionally to the leave donors employed by the County.



# Helene Shared Leave Recipient Eligibility:

- Recipients must be employed in a position eligible to accrue Annual Leave
- Recipients must have exhausted their applicable accrued leave balances, which includes *all Annual Leave, PTO, Compensatory Time, Banked Holiday, Healthy Hours Earned, Safety Critical Response Time Off, or other compensable leave*
- Recipients must complete a request form and provide documentation as outlined in the Procedures document
- Recipients may receive up to eight (80) hours of Annual Leave to be used to handle issues associated with Hurricane Helene.
- If a recipient separates from employment, participation in the program ends. Any unused donated leave shall return to the shared leave bank. Recipients may not convert leave for cash conversation



# Helene Shared Leave Donor Requirements:

- Donors must complete a donation form as outlined in the Procedure documents
- Donors may donate no more Annual leave than the amount of their Annual Leave accrued annually per the County's Leave Policy.
- Donors must have a balance of at least eighty (80) hours of Annual Leave after their donation.



# Next Steps

- **Finalize policy with support/approval from Legal, Workday Support Team, Finance, Budget, and the County Manager's Office**
- **Finalize policy & corresponding procedures:**
  - Shared Leave Request process
  - Shared Leave Donor process
  - Leave Allocation process
  - Determine Leave Bank balance management process
  - Communication plan & timeline

