

**SHARED LEAVE
PROCESS SUMMARY
January 4, 2010**

1. The Statewide Shared Leave Program is governed by K.A.R. 1-9-23.
2. All state agencies, except the Regents and those headed by an elected official, must send all Shared Leave requests to the Statewide Shared Leave Committee for review and determination. The Regents and those agencies headed by an elected official are encouraged to use the state program to ensure consistency.
3. The Statewide Committee is comprised of 3 representatives from various state agencies, 1 representative from DPS, who chairs and manages the program, and 1 staff member from DPS who handles the clerical and technical responsibilities and enters the requests and donations and communicates with the agencies.
4. The committee meets once a week to consider requests. (Unless it is a holiday week)
5. The criteria for Shared Leave approval are quite stringent. The medical condition must be serious, extreme or life-threatening.
6. There are two (2) forms used in the Shared Leave Process. The first is the request form, DA 325(revised 05-09) identified with the word "committee" on the top . This is a 3 page form and all pages must be completed. The second is the Donation form, DA 223 (revised 10-09). This form will be completed by employees wishing to donate leave to an employee who has been approved to receive Shared Leave. (The forms may be found at <http://www.da.ks.gov/ps/subject/sharedlv.htm>)
7. When reviewing the requests, the committee will not know the name of the requesting employee or the employee's agency. Decisions are based on the medical information submitted by the health care provider(s) only. Any written personal information from the employee is maintained in the file but not reviewed by the committee
8. The Committee's decision will be communicated to the agency via e-mail no later than the next day after the committee meets.
9. After the committee has made a determination and the agency has been notified of that decision, Shared Leave approval and hours will not be entered until DPS receives a signature page from the agency appointing authority.
10. For "umbrella" agencies, all Shared Leave requests and donations should be sent through the agency central office.
11. It is the employee's responsibility to work with their health care provider to provide complete and readable medical information.
12. It is the agency's responsibility to help clarify and translate the information and make sure the application is complete and legible.
13. It is the employee's and agency's responsibility to make sure the employee name and EMPLID# are accurate and legible.
14. All information and documentation pertaining to Shared Leave requests are maintained in locked file cabinets. Only the chair of the committee and the committee technical assistant will have access to those records.

15. The agency must submit all Shared Leave requests to the Committee, unless the agency determines there has been leave abuse by the requesting employee. If, per agency policy and practice, the employee is a leave abuser, the agency must notify the employee and may decline to forward the request to the Committee.
16. If the Committee denies a request, the employee always has the opportunity to resubmit for consideration with additional information.
17. The agency appointing authority has authority to overturn a final denial by the Committee, ONLY if the appointing authority believes it will be in the best interests of the state. If the agency overturns the Committee denial, the agency will need to submit a signed Shared Leave form with the reason for the overturn.
18. Agency Appointing Authorities do NOT have the authority to overturn and approval from the Committee.
19. There is no appeal process associated with Shared Leave. Shared Leave is not considered an "entitlement".