

Procedure: 5:17A

Shared Leave

Purpose

To provide procedural guidance for Shared Leave.

Request Process

To request shared leave, the employee who is experiencing a serious health condition, caring for a family member who has a serious health condition, or the birth or adoption of a child must complete the following steps.

- Obtain a copy of the Shared Leave Request Form from Human Resources.
- Complete Part I of the Shared Leave Request Form.
- Forward the Shared Leave Request Form to a Health Care Provider to complete Part II.
- Submit the completed Shared Leave Request Form to Human Resources by email to hr@kckcc.edu or by fax to 913-288-7628.
- Human Resources will screen the shared leave request for eligibility in the program. Human Resources will then approve, reject, or return the request for additional information or clarification.
- Once approved, Human Resources will notify Payroll regarding the number of hours approved.
- The employee shall communicate with Human Resources regarding payroll time entry noting the paid time is being funded by the Shared Leave Pool.

Donation Process

- An employee that wishes to donate leave must complete the Shared Leave Donation Form.
- Human Resources reviews the donation request and reduces the leave for that employee.
- Human Resources manages the Shared Leave Pool of leave hours.

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