



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

<b>POLICY TITLE:</b> <b>ShareLeave for Foster and Adoptive Placement and Care</b>	<b>AUTHORIZED BY:</b> <b>Douglas E Nelson</b>
<b>POLICY: B-40</b>	<b>PAGE: Page 1 of 3</b>
<b>ISSUED: October 2015</b>	<b>REVISED:</b>

## **I. Purpose**

The purpose of this policy is to establish a ShareLeave program that provides additional paid leave to Office of Administration employees who have exhausted all leave time (sick leave, annual leave and compensatory time) and who are arranging for a foster or adopted child's placement or caring for the child after placement.

This policy is enacted under the authority of, and in compliance with, the rules of the Commissioner of Administration (1CSR 10-10.010) and section 105.271 RSMo.

This policy does not create any property right that entitles any employee to ShareLeave benefits. The Office of Administration may grant Foster and Adoptive Placement and Care ShareLeave benefits to an eligible employee. The final decision concerning the granting of leave under this policy shall rest with the Commissioner of Administration.

## **II. Shareleave Pool**

A "pool" is defined as a single department-wide pool which receives voluntary contributions of annual leave and compensatory time from eligible employees that may be donated to other eligible employees for the purpose of arranging for a foster or adopted child's placement or caring for the child.

## **III. Donation of Leave**

The program is based on a "pool" concept, rather than donations to a specific department employee. Any employee working full time in a benefit eligible position of a permanent or continuing nature is eligible to donate annual leave and compensatory time to the pool subject to the following conditions:

- A. Annual leave and compensatory time contributions may be in fifteen (15) minute increments.
- B. Employees may make one-time donations or may designate a contribution amount to be donated to the pool each pay period.
- C. Contributions may not be designated for a specific department employee.
- D. Contributions will not be returned to the donor employee (unless the employee becomes eligible as a recipient).



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- E. All donations of eligible leave is voluntary. No employee may intimidate, threaten or coerce any other employee with respect to donating leave under this program.

Employees may donate to the pool by emailing the Office of Administration Human Resources Service Center, who shall be responsible for entry into the HR/Payroll system. Central entry of donations and usages will facilitate tracking the department-wide ShareLeave pool balance.

#### **IV. Eligibility to be Considered to Receive Foster and Adoptive Placement and Care Leave from the Shareleave Pool**

Office of Administration employees eligible to receive Foster and Adoptive Placement and Care ShareLeave pool benefits are those employees who are employed full-time in benefit-eligible positions of a permanent or continuing nature and subject to the following conditions:

- A. The employee must have exhausted all of his or her accrued leave time (sick leave, annual leave and compensatory time) before being eligible to withdraw an initial amount of leave from the pool.
- B. The employee is not required to have previously contributed to the pool before he or she can withdraw from the Foster and Adoptive Placement and Care ShareLeave pool.
- C. The maximum benefit for any one (1) instance of eligibility shall not exceed the equivalent of four (4) months of regular salary.
- D. All eligible recipients will receive an equitable share of leave from that available in the departments donation pool.
- E. The employee receiving donated leave will be credited with his/her regular leave (annual and sick) accruals during the period covered by Foster and Adoptive Placement and Care ShareLeave.

#### **V. Acceptable uses of Donated Leave:**

Any donated leave shall only be used by the recipient employee for purposes of arranging for the foster or adopted child’s placement or caring for the child after placement which includes, but is not limited to:

- A. Appointments with state officials, child placing agencies, social workers, health professionals, or attorneys;
- B. Court proceedings;



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- C. Required travel;
- D. Training and licensure as a foster parent;
- E. Any periods of time during which foster or adoptive parents are ordered or required by the state, a child placing agency, or by a court to take time off from work to care for the foster or adopted child;
- F. Any other activities necessary to allow the foster care or adoption to proceed.

## **VI. Approval of Foster and Adoptive Placement and Care Shareleave:**

The final decision concerning the granting of leave rests with the Commissioner of Administration and is based upon the degree to which the employee is responsible for providing care and attention in connection with the adoption or foster care of the child.

The Commissioner of Administration with assistance from the Human Resources Service Center will determine eligibility of persons who apply for leave benefits from the Office of Administration Foster and Adoptive Placement and Care ShareLeave pool.

Employees who qualify may request leave from the pool by submitting a Foster and Adoptive Placement and Care ShareLeave application to their appointing authority to be approved and forwarded to the Human Resources Service Center for approval. The Human Resources Service Center will maintain appropriate leave records for donors and employees requesting Foster and Adoptive Placement and Care ShareLeave and ensure the ShareLeave applicant has exhausted all accrued leave time (annual and sick) and compensatory time. Also, the Human Resources Service Center will maintain records of the pool balance and take appropriate payroll actions to distribute approved grants from the ShareLeave pool.

An application for Foster and Adoptive Placement and Care Shareleave may be made prior to depletion of the employee's accrued leave time (annual and sick) and compensatory time. However, no Shareleave can be used initially until all of the employee's leave and compensatory time is exhausted.