

FAMILY SICK LEAVE

Up to 40 hours of an employee's accrued sick leave per calendar year may be used to care for the medical condition of an immediate family member (parent, spouse, or child).

NDCC 54-52.4-03

Policy Date: June 1, 2005

LEAVE SHARING

Regular status employees may donate annual or sick leave to other WSI or State employees in cases of serious illness or injury that would cause the employee to take leave without pay. Regular status employees with over six months of service who have or will exhaust all their leave may be eligible to receive shared leave.

Leave donated must be in increments of at least one hour. Once leave is donated, it is not returnable. Donating employees must retain an annual leave balance of at least 40 hours.

An employee may only receive up to four months (694 hours) of shared leave in any 12-month period. The submission of medical certification is required. Annual leave taken since knowledge of serious health condition will be deducted from what is allowed for donated leave unless it is an emergency. The Executive Director shall be the final authority in determining an employee's eligibility to participate in leave sharing. The form to request donated leave is available from Human Resources or on the L Drive/ALLFORMS/Human Resources/Donated Leave.

NDCC 54-06-14.1 & 54-06-14.2

Policy Date: June 1, 2005

Revised: April 2006