**RPIPC and ECUS-SCC Minutes, Shared Leave Policy**

**24 August, 2012, RPIPC**

**Issues to consider, prioritize, and schedule**

Shared leave: The issue is to create a pool of shared leave. This would allow an employee who experienced extenuating circumstances (tragedy or extended illness) to request leave from a shared pool of leave. The leave in the shared pool will be donated by employees. It was decided to combine this issue with service recognition dates and invited the new HR director to attend a meeting and speak on both issues.

Action or Recommendations: Invite Rod Kelly, the new HR Director, to attend the Oct. 26 meeting.

Follow-up: Toi Franks is on a working group discussing this issue and will keep the group updated.

**7 September 2012, ECUS-SCC**

On this topic Maureen reported: At its 26 Oct 2012 meeting, RPIPC will consider the aforementioned topics of Service Recognition Lag and Shared Leave in consultation with Rod Kelly, Director and Chief Human Resources Officer.

**26 October, 2012, RPIPC**

Toi Franks reported that the Shared Leave Pool Task Force just learned today that USG policy states that annual leave cannot be shared, only sick leave. The proposed policy will have to be amended to reflect this change. State regulations also allow for shared leave for immediate family, but there will have to be revision of the definition of “Immediate Family Member” on our proposed policy. Toi pointed out that domestic partners cannot be added to the list because it is against Board of Regents policy, but that we can add domestic partners to our policies when it is added at the BoR level. Suggested amendments to the proposed policy include: 1) delete in-laws from the list of immediate family 2) add the provision that although enrollment will be limited to the open enrollment period, that donations can be made throughout the year by participants and non-participants, 3) if the balance gets too low an appeal will be made to the Georgia College community at large to donate hours, instead of just to participants, and 4) documentation on the appeals process will be added, and possibly the addition of a statement that addresses abuse.

The Task Force and Rod Kelly will present the new document with the proposed amendments, as well as ideas on Service Recognition Lag, at the 30 November meeting.

**2 November, 2012 ECUS-SCC**

**Shared Leave**: on this topic, Maureen reported:

The Shared Leave Pool Task Force presented their draft documents for a proposed Shared Leave Pool. They had just gotten word from USG that annual leave cannot be included, only medical leave, and will edit the document to remove all mention of annual leave. Other suggested revision included:

* + 1. revision of the definition of Immediate Family,
    2. allowing participants to make donations throughout the year and not just during the open enrollment period,
    3. allowing an appeal to the entire community, instead of just to participants, when donations are needed when the balance gets too low,
    4. document the appeals process, and
    5. add a statement about possible abuse.

The Task Force will present the revised document, along with a suggested policy for Service Recognition Lag, at the 30 November RPIPC meeting.

**30 November, 2012, RPIPC**

Toi Franks reported that the Shared Leave Pool Task Force has removed the in-law statement from the policy. The last draft of the policy has been updated to Nov. 13th. The enrollment section was updated, it addresses the enrollment period and the donations time frame. Section 4 was updated to address what happens when the leave balance becomes too low and the pool is considered depleted. The task force is currently awaiting input from Rod Kelly (Director of Human Resources) on an appeals process and suggestions for committee members.

Toi will follow up with Rod Kelly to complete the document and circulate it for the next meeting.

At its 26 Oct 2012 meeting, RPIPC will consider the aforementioned topics of Service Recognition Lag and Shared Leave in consultation with Rod Kelly, Director and Chief Human Resources Officer.

**7 December, 2012, ECUS-SCC**

1. **Shared Leave**: On this topic, Maureen reported:
   1. Toi Franks had reported at the 30 Nov 2012 RPIPC meeting that the shared leave work group could not progress until it received a response from Director of Human Resources, Rod Kelly. Susan Allen invited Toi Franks to a meeting that Susan had scheduled with Rod Kelly.
   2. Since the 30 Nov 2012 RPIPC meeting, Toi Franks has received feedback from Rod Kelly. In addition, Rod sent the draft to a colleague on USG staff for a review against USG policy.
   3. In short, the shared leave policy is nearly ready for a final review by RPIPC, after which it will likely be proposed as a university policy for consideration by the University Senate.

**25 January, 2013. RPIPC**

Rod Kelly, Director of HR, took questions from the group regarding shared leave. Some of the questions and discussion included:

* At the BOR level, annual leave cannot be donated, so that had to be taken out of the policy.
* Enrollment time has been reworked. Participant must have at least 48 hours of sick leave when enrolling. This way they do not go below the 40 hour minimum.
* A participant has to donate to receive.
* Open enrollment is the only time to donate, unless this pool is exhausted, then a there will be a special enrollment period.
* Non-participants cannot donate except when a special appeal goes out if the pool is depleted.
* BOR says you cannot solicit leave, we have been in non-compliance, thus this proposed policy.

Some points of clarification were:

* A process for appeals (this is now addressed in the policy.
* Add Guardianship to definition of “immediate family”. Guardianship is defined as having legally recognized guardianship. Immediate family or anyone who the participant has legal guardianship over. Specific wording addressing this will be added.
* Same sex marriages/unions cannot be recognized until the BOR/state recognizes them.
* Enrollment and special enrollment: Special enrollment can only happen outside of open enrollment when the pool has been depleted.
* If a participant drops below 40 hours of sick leave, they are no longer able to participate in the pool.
* Participants still accrue leave while on leave. Their leave is not zeroed out as a result of this.
* Every possible situation cannot be covered by the policy. They must be addressed as they occur, with the appropriate policies written to reflect the decisions made.

This will be revisited at the end of FY13.

Motion to vote to accept the shared leave policy with added guardianship statement and corrected typo. Motion approved.

**1 February, 2013 ECUS-SCC**

**Shared Leave Policy**. On this topic, Maureen reported:

A motion is being brought forward on a proposed Policy on Shared Leave. Rod Kelly, Human Resources Director, wrote the final version with feedback from a staff member of the Board of Regents to ensure that we were in compliance with BoR policy. Important points about the proposed policy include:

* 1. The program will be voluntary, and will bring us into compliance with BoR policy.
  2. Enrollment will be during the normal open enrollment period, except for the initial enrollment notice, or if/when an appeal is made to the Georgia College community at large if the pool is sufficiently depleted (fewer than 120 hours in the pool).
  3. Provisions have been made for eligibility, application process, and appeal.
  4. A committee is named to review applications.
  5. The program will be reviewed at the end of 2013 to see if changes should be made.