The purpose of the leave sharing program at Northwestern Oklahoma State University is to permit regular full-time employees to donate annual leave (applies to 12-month positions only) or sick leave to a fellow employee who is suffering from (or who has a close relative/household member suffering from) an extreme or life threatening illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate employment:

- Recipient of shared leave must be a regular full-time employee with over six (6) months of continuous full-time employment with the University immediately preceding the qualifying event. This is the same eligibility requirement for FMLA (Family and Medical Leave) and the University’s Long-Term Disability contract with Standard Life;
- Recipient of shared leave must have exhausted all types of paid sick and annual leave;
- No request will be considered without proper medical certification from a licensed physician or health care practitioner. The need for the leave and the expected duration of the condition must be clearly stated in the certification;
- The Vice President for Administration approves or denies the request;
- In order to qualify as a recipient for the NWOSU Sick Leave Sharing Program, the employee must have abided by all NWOSU policies and practices regarding leave usage;
- The employee’s eligibility for the NWOSU Sick Leave Sharing Program shall cease when the employee begins to receive, or is eligible to receive, University-provided benefits, such as (but not limited to) long-term disability, worker’s compensation, Oklahoma Teacher’s Retirement disability, and Social Security disability income;
- No employee can receive more than a maximum of 261 days of shared leave during total NWOSU employment;
- The donation must not cause a Donor’s sick and annual leave balances to fall below eighty (80) hours each;
- This leave sharing policy applies to household members or relatives of an employee (defined as spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee);
- State Statute 74-840-2.23 requires conversion of rate of pay for calculation purposes. I.e., the receiving employee will be paid his or her regular rate of pay; therefore, one hour of donated leave may cover more or less than one hour of the salary of the recipient. The leave received will be designated as donated leave in the recipient’s file;
- All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual or sick leave for purposes of the leave sharing program. All donors’ names will be kept confidential;
- NWOSU employees’ rate of pay should be computed as follows:

**Regular Annual Salary** divided by **Hours Regularly Scheduled to Work in a Year**

- For Leave Sharing purposes, Hours Regularly Worked in a Year are defined as follows for the different employment categories at Northwestern:

  9-month: 1,280 hours
  10-month: 1,376 hours
  11-month: 1,600 hours
  12-month: 2,080 hours