

Sick Time Sharing BU-PP 403A

Policy

Baylor University allows staff members to share their accrued sick time to assist fellow staff members who are in need of additional paid time that cannot otherwise be satisfied.

Topics

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Related Policies

[BU-PP 421 – Paid Parental Leave](#)
[BU-PP 406 – Non-compensated Leaves of Absence](#)
[BU-PP 408 – Family and Medical Leave Act \(FMLA\)](#)
[BU-PP 412 – Group Long-Term Disability](#)
[BU-PP 446 – Workers' Compensation Insurance](#)

Contact

Human Resources 254.710.2000, or askHR@baylor.edu

Sharing Sick Time Defined

Staff members may donate a portion of their sick time hours to another staff member who is regularly scheduled to work 20 or more hours per week. Shared time off will not exceed a staff member's regularly scheduled hours. Other qualifications for the recipient of donations include:

1. The staff member has a qualifying serious personal medical condition which includes illness, injury, impairment or physical or mental condition that is extreme or life threatening,
 - a. **or** has an approved leave for the birth, adoption or foster care of a child
 - b. **or** has qualified for an approved FMLA intermittent leave
 - c. **or** has a spouse, child (as defined in [BU-PP 413 – Group Medical Insurance](#)), or parent (includes step parent) who has experienced a qualifying serious medical condition which includes illness, injury, impairment physical or mental condition that is extreme or life threatening,
2. **and** would exhaust all accrued paid leave (sick, personal, vacation and paid parental leave) due to their absence
3. The medical condition will cause the recipient to be absent from work 21 or more consecutive workdays or for a total of 21 or more days if approved for a qualified FMLA intermittent leave

The recipient of donations will retain paid time that is accrued during their leave to be available for their use upon their return to work.

If the requesting party is released to return to work or if requesting party's need to care for a spouse, child or parent has ceased, and the requesting party separates from employment and fails to return to work for the number of days equal to the shared sick time they received, they will be responsible to repay the University the dollar value of the shared sick time.

Sharing Sick Time Guidelines/Procedure

The following guidelines apply before shared sick time may be approved:

Recipients

- Must complete and submit a request for shared sick time to their supervisor/department head for verification (See "[Shared Sick Time Request Form](#)")
- Must be employed three months prior to participating in the shared sick time program
- May receive shared sick time only once per 52 week period (rolling calendar)
- Must understand that shared sick time is paid at the pay rate of the recipient according to the recipient's normal work schedule and may continue for up to a maximum of two months (320 hours for a full-time staff member and a pro-rated amount for a part-time staff member)

If eligible for Family and Medical Leave (FMLA):

- Must complete and submit FMLA request forms (see [BUPP- 408A](#))
- Provide FMLA policy to Health Care Provider (see [BUPP- 408](#))
- Must complete and submit the "[FMLA Certification of Health Care Provider Form](#)" (see [BUPP- 408B](#))

Donors

- Must submit a donation request to their supervisor/department head for verification (The Payroll Office can certify the availability of accrued time for bi-weekly paid staff donations and the supervisor/department head will certify the availability of accrued time for monthly paid staff donations.) (See "[Shared Family Time Donation Form](#)")
- Must retain 160 sick time hours after the donation
- May donate a maximum of ten 8-hour days per calendar year (80 hours per 52 week period)
- Must donate in 8-hour increments
- Must understand that unused donor hours will remain with the recipient

Separating/Retiring Donors

- Must submit the approved and verified sick time donation form to HR at least *two weeks prior* to the last day worked
- Have the retention of 160 hours rule waived
- May donate a maximum of ten 8-hour days (80 hours)
- If the separating/retiring employee requests to donate to a specific employee, the recipient must have an approved and active request for shared sick time on file at the time of the donation

Human Resources

- Will review shared sick time requests that have been verified by the staff member's supervisor/department head for final approval
- Will communicate the final approval to the requesting department and forward to Payroll