Spousal Sick Leave Sharing Benefit

Policy Statement

This policy allows staff employees to transfer leave to their spouse

Entities Affected by the Policy

All Staff Employees
All Supervisors
Human Resources

Policy Background

N/A

Policy Procedures

Staff may only transfer leave to their spouse

Sick leave may be transferred only if it has been accrued and available.

Requests for the transfer of leave will not be processed retroactively, except to cover the period between the date the request was submitted and the date of approval.

Leave will be transferred in no less than blocks of five days but no more than ten days during any one fiscal year. For purposes of the procedure, a day is defined as the number of regular work hours specified by the transferring employee’s assignment.
Unused transferred leave will not be returned to the transferring employee.

Staff must have at least one year of full-time service before they qualify to transfer or receive sick time under this benefit.

This benefit does not impact a staff member’s ability to apply for sick time from the sick bank.

Transferee must maintain a minimum balance of 10 sick days.

### Definitions

See Policy Procedures section.

### Responsibilities

See Policy Procedures section.

### Violations of the Policy

Violations of this policy will be handled through normal University procedures.

### Interpreting Authority

Director of Human Resources

### Statutory or Regulatory References

N/A
Relevant Links

Sick Leave Bank Policy

Spousal Sick Leave Sharing form

Policy Adoption Review and Approval

Approved by EKU President July 25, 2008.