



# Sick Leave Sharing –

## Information for Separating/Retiring Employees

As of \_\_\_\_\_, your current sick leave balance = \_\_\_\_\_ hours.

The Commonwealth of Kentucky supports leave sharing programs, specifically the Sick Leave Sharing Program, which provides assistance to employees in the event of a prolonged or catastrophic illness or injury, or an extended absence due to illness of a family member. Eligible employees who accrue sick leave and who have exhausted their leave balances may have sick leave donated to them by other eligible state employees.

This means you can help support your fellow employees by donating your unused sick leave, prior to your separation or retirement, so long as certain conditions are met!

### Did you know...?

An employee *must maintain a balance of at least 75 hours* of sick leave to be eligible to donate, but may donate leave that exceeds that minimum balance to another employee?

When donations are made to approved applicants, the minimum amount of the sick leave donation is based on the applicant's work week. So a minimum of 7.5 hours must be donated to a 37.5 hour work week employee while a minimum of 8 hours must be donated to a 40 hour work week employee.

### Do you have a balance you don't want to see go to waste?

Talk to your agency HR Administrator to confirm your eligibility!

### Don't know who to donate to?

The Personnel Cabinet's Department of Human Resources Administration maintains a listing of employees currently in need of sick leave donations, who have requested inclusion on this list.

If you are interested and eligible to donate, your agency HR Administrator can share this listing with you for the purpose of making your donation.

You are free to select any recipient(s) from any agency(ies). Additionally, donations are not restricted to those included on this list. If you know of an employee in need, who has applied for donations, simply talk to your agency HR Administrator.

***NOTE: This is NOT a sick leave sharing bank/pool. Donations must be directed to specific employees.***

**Once your eligibility has been determined and you have selected your recipient(s), you're ready to donate!  
You're agency HR Administrator can provide you the Sick Leave Sharing Donation Form.**

### Donor Disclaimer-

**At the time of retirement, an employee may receive service time credit for unused sick leave in accordance with the conversion chart maintained by the Kentucky Retirement Systems.** This actual credit is determined by the Retirement Systems per their regulation. Donations should be based on the balance remaining as unused after that conversion. It is possible that the credit determined by the Retirement Systems could be **inaccurate and** that additional unused sick leave is needed to correct that credit. In the unlikely event that the employee's remaining sick leave balance is not sufficient to complete that correction, their service time credit could be impacted. Any donated sick leave that is not used by the recipient is returned to the donors in reverse chronological order: last donated is first returned. In the event that one of the donors to receive returned sick leave is retired, the leave is credited to the donor's sick leave quota manually and reduced from the received sick leave sharing quota for the recipient, and the retiree's former agency shall notify the Kentucky Retirement Systems of the updated balance, as this could affect the retiree's months of service credit.

At the time of separation (not retirement), an employee leaving state government is not eligible to receive compensation for unused sick leave. This balance remains in the Kentucky Human Resource Information System (KHRIS) and can be reapplied to the employee, should they ever return to state government. Donation of that remaining balance impacts that potential future event as any portion donated is reduced from that balance. However, should any portion of the donation not be used by the applicant, it will be returned to the donor's remaining balance.