

AHEC ANNUAL LEAVE DIRECT TRANSFER PROGRAM REQUIREMENTS AND CONDITIONS FOR APPLICATION

- Applications can be made for either personal use or for the care of an immediate family member.
- Applicants must have one year of service before applying for use of transferred leave.
- Applicants must have exhausted all annual and sick (as permitted under 5-13A) leave.
- Request must be made for reasons listed under the purpose of the program. Normal pregnancies, common illness, coverage by short-term disability, Workers Compensation or PERA disability are excluded.
- Application does not constitute approval of the request.
- Performance, tenure and leave usage patterns may be considered in the decision to grant or deny the application.
- In extreme circumstances, the appointing authority and/or supervisor may choose not to approve the application in they can prove severe hardship to the employing department or agency operations.
- All or a portion of the time requested, up to 520 hours per fiscal year may be granted.
- Non-approval of application is not a determination that a situation is not a personal emergency. It should not be prohibiting other possible solutions, e.g., leave without pay, etc.
- The decision is final with no grievance, administrative or judicial appeal.
- If approved and the situation ceases or the recipient terminates/retires, the unused portion of the leave collected will be proportionately refund to the donors.
- If approved, solicitations outside the division will be as anonymous as possible. Donations will be confidential.

NOTE

1. Applications must be made in writing on the appropriate form (attached).
2. Supporting documents to accompany the application may include records of the performance and leave usage because they may be considered in the decision. Letters of support may also be included.