



# Minot State University

## Policy Manual

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### **Shared Leave**

Source: NDUS Human Resource Policy, Section 20.6

1. All non-temporary, non-probationary employees with over six months of continuous service with the State are eligible to receive shared leave pursuant to the following conditions:
  - a. The Director of Human Resources has determined that the employee meets the criteria described in this section
  - b. The employee has abided by University System policies regarding the use of sick leave.
  - c. The employee's use of shared leave, including both annual and sick leave, does not exceed four months in any twelve-month period.
2. Employees may donate annual or sick leave to other state employees pursuant to the following conditions:

### Annual Leave Donations

- i. The receiving employee has exhausted or will exhaust all annual leave, applicable sick leave, and compensatory time off due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature, and involves the employee, a relative of the employee, or household member of the employee.
  - "Relative of the employee" is limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.
  - "Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This includes foster children and legal wards even if they do not live in the household.
  - "Extraordinary or severe" means serious, extreme, or life threatening. It does not include conditions associated with normal pregnancy.
- b. The condition has caused, or is likely to cause, the receiving employee to go on leave without pay or terminate employment.

- c. The donating employee donates leave in full hour increments and retains a leave balance of at least forty hours.

### Sick Leave Donations

- i. The receiving employee has exhausted, or will exhaust, all annual leave, sick leave and compensatory leave due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature.
  - ii. The condition has caused, or is likely to cause, the receiving employee to go on leave without pay or terminate employment.
  - iii. The employee may not donate more than five percent of the employee's accrued leave hours, and all leave must be donated in full hour increments.
3. MSU shall require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the employee's condition.
  4. Donated leave is transferable between employees in different state entities.
  5. One hour of donated leave must be regarded as one hour of shared leave for the recipient.
  6. Any donated leave may only be used by the recipient for the purposes specified within this policy and is not payable in cash.
  7. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
  8. Any shared leave not used by the recipient during each occurrence as determined by the department head of the employees may be retained by the recipient.
  9. All donated leave must be given voluntarily. No employee may be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the leave sharing program.
  10. Shared leave may only be used in place of regularly scheduled work hours and shall not cause overtime.
  11. Fill out the [Donated Leave Sharing](#) form. Once completed, return to the Payroll Office for processing. After eligibility is determined, notice will be sent to the employee and supervisor.

Direct inquiries to: HR Director / EEO/AA / Deputy Title IX Coordinator, Administration 2F  
[hr@minotstateu.edu](mailto:hr@minotstateu.edu)

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