

Questions and answers about Share Leave. Some of these questions may have been received before and some have not.

- Q? How many hours does it take to meet our needs each month? A! At the current time it's about 860 hours for both family and employee.
- Q? Could MoDOT just change our policy to allow us to donate our sick leave? A! No, this is a statewide policy and we can't change this policy because your sick leave remains the property of the agency not the employee. You are allowed by the agency to use sick leave according to the sick leave policy within your agency. Your vacation or annual leave has a cash value to the employee and you can use it or donate it. There are policies that require notification before approval of use, but it is owned by the employee. You will be paid for unused annual leave should you choose to leave employment with a state agency.
- Q? Does my supervisor get any say in whether I get the share leave or not? A! No, this is strictly decided by the five members on the Share Leave Committee.
- Q? Can anyone apply for Share Leave? A! Yes, anyone can apply, however that does not mean they will be approved. Your case must be considered catastrophic or life threatening in nature to be approved.
- Q? How long does it take to get your case decided? A! If the paperwork is completed correctly and there is documentation from the doctor that convinces the members you meet the criteria, it will be just a few days, however, if the doctor does not provide enough information or a prognosis; you will probably be denied because of lack of necessary information. You will then need to re-apply with more information.
- Q? What if a person is approved for share leave and does not use it right away; because they are going to use it when a family member receives a donor organ? Can we take the hours away if they don't use them in two or three months? A! No, the member would have no control of when their family member would receive the organ; but the hours would be needed immediately when they are notified the organ has been found.
- Q? What if I am scheduled for more than just one surgery and I wish to use share leave when I run out of sick leave, in between the two surgeries? I am planning to work as much as I can, but I don't know at this point how much I will be able to work? A! If you are having two surgeries, you will need to reapply when you return to work from the first surgery and have depleted your accrued time. If you are approved, you will be able to use share leave again for the second surgery.
- Q? Who do I contact should I decide to donate? A! There are forms (Form A-134) online to complete. You need to get it signed by your supervisor and send it to your payroll rep. They can send it to Central Office for processing.
- Q? What if I completed the form for donation throughout the year and I find I now need those hours. What can I do? A! You may get a new form and complete it to cancel the donation. This can be done at any time should something unexpectedly come up. Emergencies arise without notice and at any time we may need to use share leave for ourselves or our family.
- Q? Is the value of the share leave I donate tax deductible? A! No, we have had our CCO look at this for us. They determined it was not due to tax regulations.

**Did you know...if everyone at MoDOT donated just one day (8 hours) each year, we would always have
More than enough hours for our share leave program.**

Just (1) day...how cool is that!



Thanks to everyone that donated their hours and encouraged their co-workers to do the same. We really appreciate your efforts as do the employee's and their families approved to use these hours, in their time of need. Maybe one day, we will have enough hours to help all of those that request share leave.

