

OSAGE COUNTY
SHARED LEAVE PROGRAM
Shared Leave Request Form

When completing forms please write legibly and be clear and thorough with explanations.

Employee Name _____

PART I – To be completed by employee or employee's representative

Name _____ Employee ID # _____

Home Address _____

(City) (State) (Zip)

Home Telephone _____ Work Telephone _____

Dept. Name _____ Department ID# _____

Date of Employment _____

Request is for: Self _____ Family Member _____

Name of Family Member and explanation of relationship (please include age if child):

Date illness/injury began: _____ Anticipated duration: _____

Estimate of number of hours requested: _____ Date all paid leave will be/was exhausted _____

Shared leave will only be granted for serious, extreme, or life-threatening illnesses, injuries, impairments or physical or mental conditions which have caused, or are likely to cause, the employee to take leave without pay or terminate employment. Shared leave will not be granted for common or minor illnesses, injuries, impairments or physical or mental conditions. To be eligible for consideration, an employee must not have a history of leave abuse within the last year.

Describe and provide any necessary information that would help in concluding that the illness, injury, impairment or physical condition is serious, extreme or life-threatening:

Are you currently receiving Worker's Compensation? _____

Are you currently receiving Long-Term Disability Payments? _____

Have you applied for Worker's Compensation? _____

Date Applied: _____

Have you applied for Long-Term Disability Payments? _____

Date Applied: _____

I certify that I understand, agree to and meet the requirement and conditions of the shared leave program. I authorize the appointing authority to obtain any necessary information regarding my request for shared leave and to share that information with the HR and County Commissioners. I understand that denial of this application is not subject to appeal . **I declare under penalty of perjury that the foregoing is true and correct.** Executed on date below.

Employee Signature _____ Date _____

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PART II – Licensed Health Care Provider Statement.

Patient's Name _____

Date first consulted for this condition _____

Describe the **nature** of the illness, injury, impairment or physical or mental condition (please attach documentation):

Describe the **diagnosis** of the illness, injury, impairment or physical or mental condition (please attach documentation):

Describe the **treatment and prognosis** of the illness, injury, impairment or physical or mental condition (please attach documentation):

If this request is for the care of a family member, please indicate the role they will have in the care.

Anticipated duration the patient will be unable to work due to the condition: From _____ Through _____

Dates of hospitalization (if applicable): From _____ Through _____

Date of Surgery (if applicable): _____

Physician Name _____ Telephone Number _____

Address _____

City State Zip

Licensed Health Care Provider Signature _____ Date _____

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PART III – To be completed by the Agency human Resource Office.

- _____ The employee has used or will use all forms of paid leave including vacation leave, sick leave, and compensatory time credits as of _____.
- _____ The employee's last day physically at work was _____.
- _____ The employee has six months of continuous service.
- _____ The Relationship meets the requirements set forth in the shared leave policy if the request is for the care of a family member. (Mark N/A if the request is for the employee.)

We certify that the employee meets **all** the initial eligibility requirements above and has maintained a satisfactory attendance and/or leave record within the past year.

Appointing Authority or Designee _____ Date _____

If an employee **does not** meet **all** the initial eligibility requirements or has not maintained a satisfactory attendance record, take no further action. File this request and notify the employee.

Please forward completed form to **Stephanie Burdett, Human Resources Director** 717 Topeka Ave., Lyndon, KS 66451 (785) 828-3157.

Please submit the name of person to be contacted with the committee decision. This will be done by e-mail which will also be your official confirmation for records.

E-mail reply to: _____

PART IV – To be completed by Shared Leave Committee.

We have reviewed the request and make the following recommendation:

- _____ Approve
- _____ Deny – Does not rise to the level of being serious, extreme, or life-threatening
- _____ Return for additional information/clarification What: _____

Shared Leave Committee Representative _____ Date _____

PART V – To be completed by the appointing authority

I hereby acknowledge the use of shared leave for _____ hours through _____

Appointing Authority Signature _____ Date _____