

## RESOLUTION 2025-012

### **A RESOLUTION AMENDING THE CITY OF PAOLA PERSONNEL MANUAL, EFFECTIVE MAY 14, 2025.**

**WHEREAS**, Section 1-307 of the Code of the City of Paola, Kansas provides for the preparation, revision, and amendment of a Personnel Manual; and,

**WHEREAS**, the City Manager has submitted a proposed and revised Personnel Manual to the Governing Body as follows:

**Section 6.16 of the Personnel Manual is hereby amended and reads as follows:**

**6.16 Shared Leave.** The shared leave program is a means to transfer vacation and sick leave to a full-time employee experiencing, either personally or by a family member, a serious, extreme, or life-threatening illness, injury, impairment or physical or mental condition, which has caused, or is likely to cause, the employee to take a leave without pay or terminate employment as set forth by Family and Medical Leave Act (FMLA) guidelines.

An employee who lacks sufficient leave to cover the period of absence because of a temporary medical disability, including pregnancy, may be granted leave without pay in the event sufficient shared leave has not been donated. A certification issued by a health care provider is required to substantiate the necessity of requested shared leave.

Every effort will be made to keep donors and recipient's names confidential. An employee on shared leave status shall be treated the same as an active employee. The requesting employee must exhaust all types of their own leave before any donated leave may be utilized and any leave time accrued while on the requested leave will be utilized before donated leave is used. All requests for shared leave shall be made through the Human Resources Director.

All shared leave requests are contingent upon available donated hours. In the event an employee who has received shared leave terminates his or her employment, the shared leave shall be forfeited.

Paid shared leave will run concurrently with FMLA leave.

**Guidelines to Shared Leave:**

1. Employees must opt in during "open enrollment" between December 1<sup>st</sup> and December 31<sup>st</sup> annually for the following calendar year to be eligible to utilize shared leave hours.
2. Employees opting in must donate a minimum of four (4) hours of sick leave or vacation time which will be taken no later than the fourth pay period of the calendar year.
3. Employees who have opted in will be eligible for up to two hundred forty (240) hours shared leave for their first request and up to one hundred sixty (160) hours shared leave for request two.
4. Employees may only make one request for shared leave per calendar year. Requests will reset after one calendar year following request two. (For example: Employee makes

“request one” in 2024, employee then makes “request two” in 2025. Employee shall have a reset year in 2026 before becoming eligible for a shared leave request in 2027.)

5. Any donating employee may transfer up to one hundred twenty (120) hours of sick leave so long as the donating employee’s sick leave does not drop below ninety-six (96) hours. Vacation leave may be donated without restrictions.
6. All donations will be collected on a preliminary basis. Once donations are totaled, the requesting employee will be notified of donated time available. The order of utilization of donated shared leave time will be determined by the HR Director and/or City Manager.
7. Any employee may donate leave time during the calendar year whether they have opted in or not during an active shared leave request.
8. At the end of each calendar year, shared leave hours remaining shall be dispersed as follows:
  - a. If no shared leave time was utilized for the year, each employee may choose to use their initial four (4) hours donated leave time to renew their opt in status for the following year.
  - b. If no shared leave time was utilized for the year and the employee chooses to opt out for the following year, their initial four (4) hours donated leave time will be restored.
  - c. If shared leave was utilized for the year, remaining hours initially donated will be evenly divided amongst employees who are opted in and restored.
9. Applications for shared leave shall be filed with the HR Director.

**NOW THEREFORE BE IT RESOLVED** by the governing Body of the City of Paola, Kansas that said Section of the Personnel Manual be hereby amended and adopted as the official policy of the City of Paola, Kansas effective on May 14, 2025.

**BE IT FURTHER RESOLVED** that this Amended Personnel Manual is intended to and shall replace all previous versions, and that copies of said manual shall be available in the office of the City Clerk.

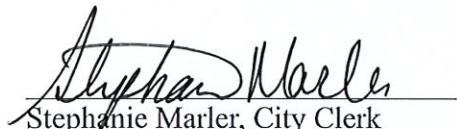
**PASSED, APPROVED AND ADOPTED** this 13th day of May, 2025.



ATTEST:



Leigh House, Mayor



Stephanie Marler, City Clerk