

Roman Catholic Diocese of Lexington

LEAVE SHARING POLICY

This policy is to provide employees of the Roman Catholic Diocese of Lexington the opportunity to share leave with other Diocesan employees for medical emergencies. The share policy applies **ONLY** to medical emergencies.

To apply for use of the policy-

The location where the recipient and sharing employees work must have complete and current records of leave available for all employees of the location.

The location must submit proof of the above leave records and a Leave Contribution form to the Risk Management Office. The form will be forwarded to Diocesan administration for further review and proposed approval.

Each employee may transfer (share) up to 10 days per event with a limit of 20 per fiscal year.

Employees can receive a maximum of 60 days of shared leave during a five-year period of continued employment.

Per IRS regulations the amounts paid to recipients of shared leave are considered wages. Therefore, the payments will be made to the recipient of the shared leave through payroll with all applicable taxes withheld.

Sometimes a replacement source of income such as disability will stop or be lost if the recipient has other income sources such as the wages paid for shared leave. The Diocese and/or transferring (sharing) employees are not responsible for any benefits or income the recipient employee may lose or have delayed from any other sources because of receiving the wages for transferred (shared) leave.

NOTE:

Priest compensation and benefits are addressed separately in the Priest Financial Booklet. Priests are not included in the Leave Contribution Policy to transfer or receive transferred leave.