



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Leave Share Policy

<b>Category:</b> Employment, Benefits, and Workplace	<b>Policy Description:</b> Leave Sharing Program at Ka 'Umeke Kā'eo
<b>Approved Date:</b> 02/23/16	<b>Replaces Policy Dated:</b>
<b>Effective Date:</b> 02/23/16	<b>Created By:</b> Human Resources

### **PURPOSE:**

The purpose of this policy is to give authority to administration to manage leave sharing at Ka 'Umeke Kā'eo.

### **DEFINITIONS:**

Leave Sharing-to allow employees within Ka 'Umeke Kā'eo to share leave time with co-workers who have exhausted their own leave time.

### **POLICY:**

This policy gives authority to the Po'okumu to make all leave share decisions at Ka 'Umeke Kā'eo, as long as all determinations are in line with Department of Education/Board of Education and appropriate union rules and guidelines.

### **APPLICABLE PROCEDURES:**

If employees would like to share their leave time with their fellow Ka 'Umeke Kā'eo workers, they need to fill out a Leave Sharing - Donation Form. Forms should be returned to the Human Resource Manager who will review the form with employee, as well as the Form 7 Leave Form to determine if employee has enough time to donate. Rules and guidelines must follow the "State of Hawai'i Department of Education Leave Sharing Program - Guidelines and Procedures." After the Human Resources Manager reviews forms, the forms will be given to the Administrator for approval.

### **OTHER RELATED INFORMATION:**

State of Hawai'i Department of Education Leave Sharing Program - Guidelines and Procedures

Ka 'Umeke Kā'eo Leave Sharing - Donation Form