



Guam Community College Procedure for Requesting Leave Sharing

**** ALL leave sharing requests must be approved and signed by the President *prior to* taking leave. Requests and all supporting documents must be submitted at least 3 business days prior to leave date.**

****Recipient must exhaust ALL sick/annual/personal leave before requesting leave sharing.**

- A. Read "Leave Sharing" in the GCC Personnel Rules and Regulations.
- B. Inform Human Resources (HR) Office that you would like to participate in the leave sharing program as a receiver or donor.
- C. HR personnel specialist will determine eligibility and provide you with appropriate documents to fill out for one of two reasons:
 - a. Sick/Annual leave donation request for medical emergency reason.
 - b. Annual leave donation request for personal reason.
- D. Complete the donation request using these instructions:
 1. Enter employee names, the Recipient first then the Donor
 2. Enter the social security numbers for both employees
 3. Enter the classifications of the employees and the associated pay grade for each.
 4. Enter each employee's Agency and Division
 5. Enter the dates for which the donated leave is to be used and the total hours and leave type to be used during this period of time.
 - a. Example: 40 Hours of Sick Leave (SL)
 6. Explain the appropriate reason (medical emergency/personal) for which this leave will be used.
 7. Certify this request by signing and dating the form.
- E. Contact HR to schedule a meeting with a personnel specialist to review your documents and create a calendar of your requested leave.
- F. Personnel specialist will submit all documents to be reviewed by HR Administrator and to the appropriate departments thereafter.

G. APPROVAL/DISAPPROVAL:

- a. For Medical Emergency Reason- Recipient's Appointing Authority must certify.
- b. For Personal Reason-
 - ❖ Cross-Agency: Director of Administration has the final approval/disapproval and a copy of the request will be forwarded to the payroll supervisors and appointing authorities of the recipient and the donor.
 - ❖ Internal: GCC President has the final approval/disapproval.

➤ **RECIPIENT:**

- ❖ Must obtain certification from his/her agency payroll supervisor on his/her leave account prior to submitting documents to HR. Payroll will certify on the appropriate section of the leave sharing document.
- ❖ The recipient shall attach :
 - a. For Medical Emergency Reason- A copy of the medical certification by a licensed practicing physician.
 - b. For Personal Reason- Some form of proof (notarized affidavit or certification) to prove validity of request.
- ❖ Attach a copy of the approved Request for Leave form approved by your supervisor/department head.
 - a. For Medical Emergency Reason- Absence must be for a minimum of 10 consecutive works days.
 - b. For Personal Reason- Absence must be for minimum of 5 consecutive work days.

➤ **DONOR:**

- ❖ Follow step D #1-4 above.
- ❖ Obtain certification from his/her payroll supervisor indicating the donor has accrued the amount of leave to be donated in addition to the required one pay period (80 Hours) leave which must remain in the donor's leave account. Payroll will certify on the appropriate section of the leave sharing document.
- ❖ Submit document to recipient.

 6.2.17

Joann Waki Muna, SHRM-SCP, SPHR
Human Resources Administrator