

1 STATE OF OKLAHOMA

2 2nd Session of the 56th Legislature (2018)

3 COMMITTEE SUBSTITUTE  
4 FOR ENGROSSED  
5 SENATE BILL NO. 1581

By: Floyd and Griffin of the  
Senate

6 and

7 Osborn (Leslie) of the  
8 House

9  
10 COMMITTEE SUBSTITUTE

11 [ state employees benefits - state leave sharing  
12 program - leave bank - application - shared leave -  
13 effective date ]

14  
15  
16 BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

17 SECTION 1. AMENDATORY 74 O.S. 2011, Section 840-2.23, is  
18 amended to read as follows:

19 Section 840-2.23. A. There is hereby created the state ~~leave~~  
20 ~~sharing~~ Leave of Last Resort program which will serve as the leave  
21 sharing program for state employees. The purpose of the state leave  
22 sharing program is to permit state employees ~~to donate~~ who have  
23 exhausted annual and sick leave to receive paid Leave of Last Resort  
24 through donated annual or sick leave ~~to a~~ from a fellow state

1 employee ~~who has exhausted, or will exhaust, all types of paid leave~~  
2 ~~and~~ when the receiving employee:

3 1. ~~Who is~~ Is eligible for and requires family leave pursuant to  
4 the provisions of the Family and Leave Medical Act of 1993, 29  
5 U.S.C., 2601 et seq.; or

6 2. ~~Who is~~ Is suffering from or has a relative ~~or household~~  
7 ~~member~~ suffering from an extraordinary or severe illness, injury,  
8 impairment, or physical or mental condition which has caused or is  
9 likely to cause the employee to take leave without pay or terminate  
10 employment;

11 3. ~~Immediately~~ Requires leave immediately after the death of a  
12 relative ~~or household member~~, provided that the total leave received  
13 for this purpose shall not exceed five (5) days in any calendar  
14 year; or

15 4. ~~Who is~~ Is affected by a presidentially declared national  
16 disaster in Oklahoma after May 1, 1999, for a period of eighteen  
17 (18) months after the date of the presidentially declared national  
18 disaster if:

19 a. the employee suffered a physical injury as a result of  
20 the disaster,

21 b. the spouse, or relative, ~~or household member~~ of the  
22 employee suffered a physical injury or died as a  
23 result of the disaster, ~~or~~

24

1 c. the domicile of the employee or the home of a relative  
2 of the employee was damaged or destroyed as a result  
3 of the disaster; or

4 5. Experiences a qualifying emergency where the employee's  
5 spouse, son, daughter, parent, stepparent, stepchild, grandchild,  
6 grandparent, sibling, niece or nephew is a military member in the  
7 Armed Forces, including the National Guard or Reserves on covered  
8 active duty, or who has been notified of an impending call or order  
9 to covered active duty. The receiving employee may use up to  
10 twenty-six (26) work weeks of leave consisting of unpaid leave, and  
11 when requested and appropriate, accrued sick and/or annual leave  
12 during a single rolling twelve (12) month period measured forward  
13 from the date a military caregiver is used to:

- 14 a. care for a covered service member, who is a current  
15 member of the Armed Forces, including the National  
16 Guard or Reserves, and who is the spouse, son,  
17 daughter, parent, stepparent, stepchild, grandchild,  
18 grandparent, sibling, niece or nephew of the employee,  
19 with a qualifying serious injury or illness, or  
20 b. care for a covered veteran with a qualifying serious  
21 injury or illness who is the spouse, son, daughter,  
22 parent, stepparent, stepchild, grandchild,  
23 grandparent, sibling, niece or nephew of the employee.

24 B. As used in this section:

1 1. "Relative of the employee" shall be limited to the spouse,  
2 child, stepchild, grandchild, grandparent, stepparent, ~~or parent,~~  
3 sibling, niece or nephew of the employee;

4 2. ~~"Household members" means those persons who reside in the~~  
5 ~~same home, who have reciprocal duties to and do provide financial~~  
6 ~~support for one another. This term shall include foster children~~  
7 ~~and legal wards even if they do not live in the household. The term~~  
8 ~~does not include persons sharing the same general house, when the~~  
9 ~~living style is primarily that of a dormitory or commune;~~

10 3. "Severe" or "extraordinary" means extreme or life  
11 threatening;

12 4. 3. "State employee" means a permanent classified employee or  
13 a regular unclassified employee with one (1) year or more continuous  
14 service with the state. The term "state employee" does not include  
15 classified employees in probationary status or unclassified  
16 employees on temporary or other limited term appointments, except  
17 that those employees are eligible to receive shared leave as  
18 provided in paragraph 4 of subsection A of this section and the  
19 leave with pay authorized by Section 840-2.23A of this title related  
20 to a presidentially declared national disaster; ~~and~~

21 5. 4. "Terminal" means likely to result in death within two (2)  
22 calendar years; and

23 5. "Leave bank" means the voluntary leave bank, administered by  
24 the Human Capital Management Division of the Office of Management

1 and Enterprise Services, consisting of accrued annual and sick leave  
2 donated by state employees and awarded to eligible qualifying  
3 regular and part-time employees who are members of the leave bank.  
4 All leave bank members who qualify for leave pursuant to the Family  
5 and Medical Leave Act may request donations from the leave bank.  
6 The accrued sick and annual time of those employees requesting leave  
7 bank hours must be exhausted, except for those requesting leave bank  
8 hours for parenting reasons. Those requesting leave to parent new  
9 children must only exhaust their accrued annual hours, not accrued  
10 sick hours, before requesting leave bank hours. Requests will be  
11 reviewed and acted upon by the Human Capital Management Division of  
12 the Office of Management and Enterprise Services. As long as  
13 criteria are met and the leave bank is not empty, hours will be  
14 awarded, not to exceed four hundred eighty (480) per employee, based  
15 on medical need.

16 C. Donations to the leave bank may only be made from accrued  
17 sick or annual hours. A minimum donation of four (4) hours of  
18 accrued leave is required for an employee to become a member of the  
19 leave bank. All donations are strictly voluntary. Donated hours  
20 cannot be returned to the donor. Following an open enrollment  
21 period of twelve (12) months after the effective date of this act,  
22 donations will be requested through the annual Benefit Open  
23 Enrollment Period, and additionally throughout the year if needed.

24

1       1. Each member must complete a form verifying his or her  
2 willingness to join the program on a voluntary basis. Membership  
3 will continue until a member is no longer employed by the state,  
4 retires or fails to renew membership.

5       2. Membership in the leave bank does not rollover. Employees  
6 must renew their membership each year that they want to participate.  
7 An employee who fails to become a member during the Benefit Open  
8 Enrollment Period may become a member during the next open  
9 enrollment period. Leave bank hours will be available to employees  
10 beginning in January, following the Benefit Open Enrollment Period.

11       The Human Capital Management Division of the Office of  
12 Management and Enterprise Services shall develop a procedure to  
13 establish the donation process. No fee shall be assessed on any  
14 agency, employer or employee in the administration of the leave  
15 sharing program.

16       D. 1. Employees shall request leave in writing. An employee  
17 who intends to take family or medical leave shall submit a request  
18 to their Director at least thirty (30) days before the first day of  
19 leave. The request must state the reason for the leave, the  
20 duration of the leave and the starting and ending dates of the  
21 leave. When it is not practicable under the circumstances to  
22 provide thirty (30) days advance notice, the employee must give  
23 notice to their Director as soon as possible, but no later than two  
24

1 (2) business days after the employee learns of the need for the  
2 leave. Hours will not be awarded on a retroactive basis.

3 2. When a Director receives such a request, he or she should  
4 ensure the employee has written information about the leave bank. A  
5 Director may require satisfactory proof of the proper use of medical  
6 leave and may disallow medical leave in the absence of such proof.

7 3. The Human Capital Management Division of the Office of  
8 Management and Enterprise Services will develop a procedure and  
9 application process so that members of the leave bank can meet with  
10 their department Family and Medical Leave Act coordinator to apply  
11 for donations from the leave bank program.

12 E. An employee ~~may~~ shall be eligible to receive shared leave  
13 pursuant to the following conditions:

14 1. The ~~chief administrative officer of the employee~~ Human  
15 Capital Management Division of the Office of Management and  
16 Enterprise Services determines that the employee meets the criteria  
17 described in this section; ~~and~~

18 2. The employee has abided by state policies regarding the use  
19 of leave; and

20 3. The leave bank has donated hours available.

21 ~~D. An employee may not donate annual or sick leave to an~~  
22 ~~eligible employee without the permission of the chief administrative~~  
23 ~~officer of the donating employee's agency.~~

1       ~~E. An employee may donate annual or sick leave to another~~  
2 ~~employee provided the donation does not cause the annual leave~~  
3 ~~balance of the employee to fall below eighty (80) hours and provided~~  
4 ~~the donation does not cause the sick leave balance of the employee~~  
5 ~~to fall below eighty (80) hours.~~

6       ~~F. Except as otherwise provided for in this subsection, the~~  
7 ~~chief administrative officer of the employee shall determine the~~  
8 ~~amount of donated leave an employee may receive and may authorize an~~  
9 ~~employee to use up to a maximum of two hundred sixty one (261) days~~  
10 ~~of donated leave during total state employment. If the employee is~~  
11 ~~suffering from an illness which has been certified in writing by a~~  
12 ~~licensed physician or health care practitioner as being terminal and~~  
13 ~~the employee who either has reached or shall reach in the near~~  
14 ~~future the maximum amount as set out in this subsection, the chief~~  
15 ~~administrative officer of the employee may approve additional~~  
16 ~~donated leave upon written request of the employee.~~

17       ~~G. The chief administrative officer of the employee shall~~  
18 ~~require the employee to submit, prior to approval or disapproval of~~  
19 ~~shared leave pursuant to paragraph 1 of subsection A of this~~  
20 ~~section, a medical certificate from a licensed physician or health~~  
21 ~~care practitioner verifying the need for the leave and expected~~  
22 ~~duration of the illness, injury, impairment, or physical or mental~~  
23 ~~condition for which the leave is donated.~~

24       ~~H. Donated annual~~



1        F. Annual or sick leave donated to the leave bank is  
2 transferable between employees in different state entities ~~with the~~  
3 ~~agreement of both chief administrative officers of the entities.~~

4        ~~I. Donated annual~~

5        G. Annual or sick leave donated to the leave bank is  
6 transferable between employees on an hour-to-hour basis irrespective  
7 of the hourly wage of the donating or receiving employee.

8        ~~J. H.~~ Any donated leave may only be used by the recipient for  
9 the purposes specified in this section.

10       ~~K. All forms of paid leave available for use by the recipient~~  
11 ~~must be used prior to using donated leave.~~

12       ~~L. Any donated leave not used by the recipient during each~~  
13 ~~occurrence as determined by the chief administrative officer of the~~  
14 ~~employee shall be returned to the donor. The donated leave~~  
15 ~~remaining will be divided among the donors on a prorated basis based~~  
16 ~~on the original donated value and returned at its original donor~~  
17 ~~value and reinstated to the original leave balance of each donor.~~

18       ~~M. I.~~ All donated leave must be given voluntarily. No employee  
19 shall be coerced, threatened, intimidated, or financially induced  
20 into donating annual or sick leave for purposes of the leave sharing  
21 program.

22       ~~N. Employees may not donate excess annual or sick leave that~~  
23 ~~the donor would not be able to otherwise take.~~

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1       J. The Human Capital Management Division of the Office of  
2 Management and Enterprise Services will review and evaluate the  
3 applications to determine the number of leave bank hours, if any, to  
4 be awarded. Except as noted above, members must exhaust their own  
5 accrued sick and annual time balances and have a qualifying  
6 condition or event pursuant to the Family and Medical Leave Act  
7 prior to any award of leave bank hours. Members may be awarded up  
8 to four hundred eighty (480) leave bank hours. Leave bank hours  
9 must be taken within the Family and Medical Leave Act period  
10 associated with the qualifying condition or event.

11       1. Members that are eligible for and have not exhausted  
12 Workers' Compensation benefits, or any other paid benefits are not  
13 eligible to be awarded leave bank hours.

14       2. Leave bank hours for new parents are available to mothers  
15 and fathers for the birth of the child and the placement of a child  
16 with the employee for adoption or foster care.

17       3. Employees qualifying for the Family and Medical Leave Act  
18 whose chief administrative officers have agreed to intermittent or  
19 reduced schedules within Family and Medical Leave Act rules may use  
20 leave bank hours in addition to working hours to receive full-time  
21 pay.

22       K. The ability to award donated hours from the leave bank is  
23 dependent upon available hours voluntarily donated by employees.  
24 Hours awarded are proportionate to the member's budgeted work week.

1 Leave accrual and other benefits continue while using leave bank  
2 hours.

3 If a member who receives donations terminates employment with  
4 the state before the donations are exhausted, any unused donated  
5 leave balance will be returned to the leave bank. Members leaving  
6 employment with the state are not entitled to payment of awarded,  
7 but unused leave bank hours. The estate of a deceased employee is  
8 not entitled to payment of unused leave bank hours.

9 SECTION 2. This act shall become effective November 1, 2018.

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11 56-2-10422 JM 04/17/18

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