

HRAC Meeting Summary 1-15-2026

Communication Updates

- **W-2 Forms:** Expected to be distributed by the end of January, similar to last year (around the 19th).
 - **KY State Tax Change:** New tax rate of **3.5% effective Jan 1**; communication will be sent soon so employees can verify changes on their paychecks.
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Shared Leave

- Current shared leave balance: **~18,000 hours** (vacation + sick), well above critical levels (previously <2,000 hours).
- During offboarding, employees are reminded that donating vacation and sick hours is optional.
- Michaeline Miller will explore **Workday automation** for notifying employees when shared leave donations are processed.
- **Policy for Donating Shared Leave:**

A. Donating Leave

1. Employees may donate up to **24 days of sick leave per year** for pool donation or donations to unrelated employees. Employees may donate an **unrestricted amount of sick leave** on a direct transfer to an immediate family member (for whom the donating employee would otherwise be eligible to use sick leave to provide personal care).
2. Employees may donate an **unrestricted amount of vacation leave**. Vacation donations have **no donation limit per year** for pool donations or donations to unrelated employees or immediate family member.
3. Employees may transfer leave directly from one employee to another (with the recipient employee's permission), subject to the following safeguards:
 - a. Only Human Resources will publish the need for Catastrophic Shared Leave on behalf of an employee.
 - b. Employees will not be permitted to solicit leave on their own behalf.
 - c. Supervisors and managers will not be permitted to solicit leave from subordinate employees.

4. Employees may make donations directly to the pool for use by any approved Catastrophic Leave recipient.
 5. Employees donating leave must maintain a **minimum sick leave balance** equivalent to **two weeks of the employee's regular work schedule**.
 6. Employees may make donations at any time; requests should be submitted through **Workday**.
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Other Updates

- **Performance Evaluations:** President Bradley is emphasizing improved completion rates; a dashboard by unit may be introduced to track percentages.
- **Turnover Data:** Darrell can currently share turnover data by position type; turnover by unit type will require future development.
- **Committee Charge Discussions:**
Darrell noted that he has been in conversations with **Executive Vice President for Finance & Administration/CFO Rick Graycarek** about potentially **re-charging the HRAC committee from his higher office**.
- **Committee Size & Structure:**
There was discussion about whether the combined HRAC + BDW committee is too large or unwieldy. Celeste Carter and Jill Mullaney expressed appreciation for being included, and Jill noted she plans to attend only when agenda topics align with her responsibilities.
Darrell indicated the committee will continue in the **combined format**. Notably, attendance at this meeting remained modest, with no more than **15 participants** at any time — significantly fewer than the previous meeting.