

LEAVE SHARING

The District shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by a staff member who is suffering from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition.

Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the District.

The Superintendent is directed to establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave, and staff members who accrue leave to be used for illnesses, injuries or emergencies. The Superintendent or designee is directed to administer the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.400.380</i>	<i>Leave Sharing Program</i>
	<i>RCW 41.04.650-665</i>	<i>Leave Sharing Program</i>
	<i>WAC 392-126-004-104</i>	<i>Finance—Shared Leave</i>



<i>POLICY ADOPTED</i>	<i>March 22, 2004</i>
<i>REVIEWED</i>	<i>October 11, 2011</i>