
LEAVE SHARING

- A. A District employee is eligible to receive donated leave if:
1. The staff member suffers from, or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition or who has been called to service in the uniformed services which has caused, or is likely to cause, the staff member to:
 - a) Go on leave-without-pay status; or
 - b) Terminate his/her employment;
 2. The staff member's absence and the use of shared leave are justified by documentation;
 3. The staff member has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
 4. The staff member has abided by district rules regarding sick leave use; and
 5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.
 6. The Superintendent or designee shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted hours remaining in the current school year. In the event the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 522 days of donated leave during total District employment.
- B. District employees may donate leave as follows:
1. A staff member who has an accrued annual leave balance of more than 10 days (hours correspond with typical hours in an individual's workday) may request that the Superintendent or designee transfer a specified number of days to another person authorized to receive shared leave, or to the District's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than 10 days (hours correspond with typical hours in an individual's workday)
 2. A staff member who accrues annual leave and sick leave may request that the Superintendent or designee transfer sick leave to a person authorized to receive shared leave or to the District's shared leave pool. A donating staff member must retain a minimum of 22 days of sick leave and a minimum of 10 annual leave days (based on the number of hours in the employee's normal work day) after the transfer.
 3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than twenty-two (22) days may request that the Superintendent or designee transfer a specified amount of sick leave to another person authorized to receive such leave or to the district's shared leave pool. A staff member may not request a transfer that would result in an accrued sick leave balance of fewer than twenty-two (22) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies.
 4. The number of leave hours transferred shall not exceed the amount authorized by the donating staff member and shall not exceed the equivalent of of donated days/hours per donating employee as listed above. Leave is transferred on an hour-for-hour basis.

5. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.

C. Leave shall be calculated on an hour-donated and hour-received basis.



PROCEDURE ESTABLISHED *September 26, 2011*
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