

Procedure Leave Sharing

- A. A district employee is eligible to receive donated leave if:
1. The employee 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 employee's job is one in which annual or sick leave can be used and accrued;
 3. The absence and the use of shared leave are justified by documentation;
 4. The employee has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
 5. The employee has abided by district rules regarding sick leave use; and
 6. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits under the State Industrial Insurance Act (RCW Chapter 51.32);
 7. All forms of paid leave available for use by the recipient must be used prior to using shared leave; and
 8. The requesting employee must submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe and extraordinary nature and expected duration of the condition or orders verifying his/her call to service in the uniformed services.

The superintendent 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 days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than

261 days of leave.

B. District employees may donate leave as follows:

1. An employee who has an accrued annual leave balance of more than ten (10) days and/or an accrued sick leave balance of more than twenty-two (22) days (176 hours) may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave.
 - a. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days;
 - b. An employee that accrues sick leave 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 RCW28A.400.300 means leaves for illness, injury and emergencies.
2. 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 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;
3. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.
4. The number of leave days transferred will not exceed the amount authorized by the donating staff member; and
5. Any leave donated by a staff member which remains unused will be returned to the donor.
6. Leave shall be calculated on a day-donated and day-received basis.
7. All donated sick leave must be given voluntarily. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave.

C. Calculation of shared leave shall be on a day-donated and day-received basis, as follows:

1. Employees may donate leave in one (1) day increments, a "day" equaling the number of hours in the donor's shift; e.g.
 - a) a full time teacher who donates one (1) day will be donating seven (7.0) hours;

- b) a half-time teacher who donates one (1) day will be donating three and one half (3.5) hours;
 - c) a full-time non-certificated employee or a certificated administrator who donates one (1) day will be donating eight (8) hours; and
 - d) a part-time classified employee who is assigned to work three (3) hours per day who donates one (1) day will be donating three (3) hours, etc.
2. The number of hours donated will be credited to the leave recipient's shared leave balance without regard to the donor's rate of pay or the dollar value of the donated leave. Thus, a seven (7) hour "day" donated will be credited to the leave recipient's balance as seven (7) hour times the hourly rate of pay of the leave recipient.

D. Transfer of donated leave shall be as follows:

Upon receipt of completed shared leave donation forms, the District will determine the eligibility of donors and will rank the eligible donors in the order their donation forms are received. Shared leave will be charged as needed against each donor's leave balance, beginning with the first donor on the list and proceeding consecutively through all donors such that each donor shall be charged one day at a time. If additional leave is required and there is donated leave remaining, the cycle shall be repeated until shared leave is no longer needed or donated leave is exhausted. Leave donors will be notified if their donations are not needed by the designated leave recipient, and such excess donations will not be charged against the donor's leave balance.