

LEAVE SHARING

The district shall establish and administer a leave sharing program through which eligible employees may donate excess leave for use by an eligible recipient 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, or who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy; who is on a parental leave; or who has been called to service in the uniform services.

Such a program is intended to extend leave benefits to an eligible recipient who otherwise would have to take leave without pay or terminate his or her employment.

The superintendent or designee shall establish procedures to donate leave for staff members who accrue annual leave and/or other 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.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380 41.04.650-665	Leave sharing program Leave sharing program
	WAC 392-126-004-104	Finance – Shared Leave
Management Resources:	<i>Policy News</i> , October 2010 <i>Policy News</i> , October 2004	Leave Sharing Revisions to the State Leave Sharing Program
Adopted:	March 27, 1997	
Revised & Renumbered:	May 21, 2012	
Revised:	June 25, 2018	