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:
Policy News, October 2010
Policy News, October 2004

Leave Sharing
Revisions to the State Leave Sharing Program

Adopted: March 27, 1997
Revised & Renumbered: May 21, 2012
Revised: June 25, 2018