

LEAVE SHARING

A. ELIGIBILITY TO RECEIVE SHARED LEAVE

An employee on an approved, qualified leave through the district shall be eligible to receive leave under this section if:

1. The employee suffers from or has a relative or household member suffering from, an illness, injury, impairment, or physical or mental condition, which is of an extraordinary or severe nature.
2. The employee has been called to service in the uniformed services.
3. A state of emergency has been declared anywhere within the United States by the federal or any state government and the employee has needed skills to assist in responding to the emergency or its aftermath and volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services.
4. The employee is a victim of domestic violence, sexual assault, or stalking.
5. The employee needs time for parental leave for up to sixteen (16) weeks immediately following the birth, placement for adoption or foster care of a child.
6. The employee is sick or temporarily disabled because of pregnancy for up to sixteen (16) weeks immediately following the birth of a child.
7. The employee's job is one in which annual vacation and/or sick leave can be used and accrued.
8. The employee has pursued and is not eligible for time-loss compensation under the State Industrial Insurance Act (RCW Chapter 51.32).
9. The situation has caused, or is likely to cause, the employee to:
 - a. Go on leave without pay status or
 - b. Terminate employment
10. The employee's absence and the use of shared leave are justified.
11. The employee has depleted or will shortly deplete his or her paid leave options including all annual leave and sick leave reserves, except:
 - a. An employee who is sick or temporarily disabled because of pregnancy disability or using parental leave shall elect to maintain up to 40 hours of annual leave and/or 40 hours of sick leave in reserve;
 - b. An employee who has been called to service in the uniformed services shall maintain sick leave;

- c. An employee who volunteers his or her services to either a governmental agency or to a nonprofit organization engaged in humanitarian relief in the devastated area, and the governmental agency or nonprofit organization accepts the employee's offer of volunteer services, shall maintain sick leave.
 - d. An employee who is a victim of domestic violence, sexual assault or stalking shall maintain sick leave.
12. The employee has abided by district policies regarding sick leave use.
 13. The employee has submitted documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. In the case of call to service, unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, the employee or an appropriate military officer has provided advance written or oral notice of the military service.
 14. An employee shall not receive more leave than the number of contracted days remaining in the current school year.
 15. In the event the condition requiring the employee's absence continues beyond the current school year, the employee must reapply following the procedures outlined, provided that in no event may an employee receive a total of more than 522 days of donated leave during total district employment.

B. ELIGIBILITY TO DONATE VACATION DAYS

An employee may donate vacation leave to specific individuals by meeting all of the following criteria:

1. An employee who has an accrued vacation leave balance of more than ten (10) days may request that the superintendent or designee transfer a specified number of days to another employee authorized to receive shared leave.
2. An employee may not request leave to be transferred that would result in an accrued vacation leave balance of fewer than ten (10) days.
3. An employee may not donate excess vacation leave that the donor would not be able to take because of an approaching date after which the vacation leave cannot be used.

C. ELIGIBILITY TO DONATE SICK LEAVE

An employee may donate sick leave to specific individuals by meeting all of the following criteria:

1. An employee who accrues sick leave, but does not accrue vacation leave.
2. An employee who has an accrued sick leave balance of more than twenty-two (22) days based on the assigned hours worked per day.
3. An employee may not request a transfer of sick leave that would result in their accrued sick leave balance becoming fewer than twenty-two (22) days.
4. Sick leave as defined in RCW 23A.400.300 means leaves for illness, injury and emergencies.

5. The provisions of this policy shall not reduce the ability of the donating employee to convert accumulated sick leave to monetary compensation under WAC 392-136-015.

D. GENERAL CONDITIONS TO DONATE LEAVE

1. The donation of sick leave or vacation leave is totally voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.
2. Transfers of leave shall not exceed the amount authorized by the donating employee.

E. LEAVE TRANSFERENCE PROCESS

1. An employee needing shared leave, shall submit a “Request for Shared Leave” form along with appropriate documentation to the Human Services Department for approval.
2. The Human Services Department will communicate the need for Shared Leave to other district employees.
3. Employees volunteering to donate leave shall submit a “Request to Transfer Leave” form to the Human Services Department for approval. Leave may be donated only to a specific employee eligible to receive such leave.
4. A leave day shall be converted to hours based on the assigned normal hours of each donating employee’s workday. No differentiation will be made between the salary level of the donor and the recipient. Leave may be transferred among all bargaining groups.
5. The dollar value of the leave transferred shall be based upon the calculated hourly rate of the person receiving the leave.
6. All forms of paid leave available for use by the recipient must be used prior to using shared leave.
7. Employees who accrue vacation on a monthly basis and who are also the recipients of shared leave will be required to utilize the newly accrued vacation leave balance each month prior to using shared leave.
8. Employees who are the recipients of leave sharing may not use accumulated donated hours on a sporadic basis for the sole purpose of extending benefits.
9. Leave donated by each employee shall reduce the donating employee’s appropriate sick or vacation leave balance.
10. Requests to donate leave, which do not meet criteria herein will be returned to the donor unprocessed.
11. Any leave transferred, which remains unused shall be returned to the employee(s) who donated the leave on a pro rata value basis. For example, if four employees each donate eight (8) hours to an individual and only sixteen (16) hours are used, four (4) hours of leave would be returned to each donating employee. For administrative purposes, leave returned may be rounded to the nearest hour.
12. The leave donated to the recipient shall be designated as shared leave and maintained separately from all other leave balances.

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