

(Sick) 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 uniform services (or other eligible reasons found in RCW 41.04.665) 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.

The (sick) leave sharing committee shall first determine the amount of leave, if any, which a staff member may receive under this policy. The (sick) leave sharing committee shall submit their recommendation(s) to the superintendent whose office staff will notify the employee requesting leave. A staff member shall not receive more leave than the number of contracted days remaining in the current school year. No employee (regardless of which bargaining unit they belong to or the length of their employment contract) shall receive a total of more than one-hundred eighty (180) days of donated leave during total Ephrata School District employment. **However**, an employee that discontinues employment with the District may be eligible to receive a maximum of up five-hundred twenty-two (522) days of shared leave during total state employment (WAC 392-126-090).

B. District employees may donate leave as follows:

1. A year-round (fulltime employee) staff member who has an accrued annual (vacation) leave balance of more than ten (10) days may request that the superintendent transfer a specified number of "annual leave" days to another staff member authorized to receive shared leave. 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;
2. A staff member who accrues annual (vacation) leave and sick leave may request that the superintendent transfer a specified amount of "sick leave" in a calendar year to a staff member authorized to receive shared leave, or to the district's shared leave pool. A donating staff member must retain a minimum of 176 hours (22 days) of sick leave 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-five (22) days may request that the superintendent transfer a specified amount of "sick leave" to another staff member 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-five (25) days or 176 hours. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury and emergencies;
4. The District does not allow for donation of personal holidays or personal leave to an individual or to the (sick) leave sharing bank.
5. The number of leave days transferred will not exceed the amount authorized by the donating staff member; and
6. Any leave donated by a staff member that remains unused by the original recipient of the donation will be placed in the District's (sick) leave sharing pool rather than be returned to the donor.
7. Leave will be calculated on a day-donated and day-received basis.