LEAVE SHARING

The district will establish and administer a leave sharing plan in 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; who is a victim of domestic violence, sexual assault, or stalking; who is sick or temporarily disabled because of pregnancy disability; who is on 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 is directed to develop a procedure for administering the leave sharing plan in a manner consistent with state law and applicable collective bargaining agreements.

Cross References:	Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.380	Leave sharing program
	RCW 41.04.650.665	Leave sharing program
	WAC 392-126-004-104	Finance – Shared leave

Management Resources:

Policy News, May 2018	
Policy News, October 2010	Leave Sharing
Policy News, October 2004	Revisions to the State Leave Sharing Program
Policy News, August 1999	Staff may share personal holiday

Revised: February 28, 2019
Revised: September 25, 2014
Revised: July 19, 2007
Revised: January 13, 2005
5000 Series Adopted June 10, 1999
North Kitsap School District