

LEAVE SHARING: 5406

The District shall establish and administer a leave sharing plan in which eligible employees may donate excess leave for use by a staff member 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.

Such a program is intended to extend leave benefits to a staff member who otherwise would have to take leave without pay or terminate his or her employment with the District.

The Superintendent/designee shall establish procedures to donate leave for staff members who earn personal holiday leave, staff members who accrue annual leave and sick leave and staff members who accrue leave to be used for illnesses, injuries or emergencies. The Superintendent/designee shall administer the leave sharing plan in a manner consistent with State law and applicable collective bargaining agreements.

Cross References:	Administrative Policy – 5020	Collective Bargaining and Applicability to Policy
	Administrative Policy – 5401	Sick Leave
	Administrative Policy – 5404	Family and Medical Leave
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:	<i>Policy News</i> , October 2010	Leave Sharing
	<i>Policy News</i> , October 2004	Revisions to the State Leave Sharing Program
	<i>Policy News</i> , August 1999	Staff may share personal holiday