

LEAVE SHARING: 5406P

- A. A District classified or certificated employee is eligible to receive donated leave if:
1. The employee suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to:
 - a) Go on leave-without-pay status; or
 - b) Terminate his/her employment;
 2. The employee's absence and the use of shared leave are justified and documented;
 3. The employee has depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
 4. The employee has abided by District rules regarding sick leave use; and
 5. The employee has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The Superintendent's designee shall determine the amount of leave, if any, which an employee may receive under this policy. However, an employee shall not receive more leave than the number of contracted days remaining in the current school year. In the event that the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 260 days of leave.

- B. District classified or certificated employees may donate leave as follows:
1. An employee who has an accrued annual vacation leave balance of more than ten (10) days may request that the Superintendent/designee transfer a specified number of hours to another employee authorized to receive shared leave. An employee may not request leave to be transferred that would result in an accrued annual vacation leave balance of fewer than ten (10) days. Non-supervisory certificated employees, less than 12-month classified employees, and employees who accrue vacation and sick leave are permitted to shared sick leave pursuant to B2, below.
 2. Non-supervisory certificated employees, less than twelve-month classified employees who accrue sick leave but do not accrue annual vacation leave and employees who accrue vacation and who have an accrued sick leave balance of more than sixty (60) days may request that the Superintendent/designee transfer a specified amount of sick leave to another employee authorized to receive such leave. An employee may request to transfer no more than six (6) days of sick leave during any twelve (12)-month January to December calendar period, and may not request a transfer that would result in an accrued sick leave balance of fewer than sixty (60) days. Sick leave as defined in RCW 28A.400.300 means leave for illness, injury and emergencies.

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3. The number of leave hours transferred shall not exceed the amount authorized by the donating employees.
 4. The leave transferred will be based on the number of hours earned and donated. For example, if an employee donates one hour of leave to someone, the recipient would have available one hour of leave.
 5. Any leave transferred under this policy which remains unused shall be returned to the employee who donated the leave. To the extent administratively feasible, the unused leave which was transferred by more than one employee shall be returned on a pro rata basis. For example, if three people each donated one hour to someone and only one of the three hours is used, two-thirds of one hour of leave would be returned to each donating employee.
 6. The donating employee will complete the district form on Leave Sharing and submit the completed form to the Human Resources office.
 7. The first possible day for leave sharing will be the date the request is approved by the Superintendent/designee. There will be no retroactive application of leave sharing.
 8. Donated hours will be deducted from the donor's sick leave or vacation balance, as appropriate.
 9. The leave-sharing recipient employee must use accumulated donated hours on consecutive work days.
 10. Once leave sharing begins, additional donated hours must be received by Human Resources before the current donated hours are depleted. Once the cycle of accumulated hours is broken, the recipient may not add additional hours.
 11. Payment of leave sharing hours to the recipient will correspond with the normal payroll period.
 12. The District form on leave sharing must be completed in full before the leave effective date will be issued.
- C. All references in this policy and procedure to accumulated days of leave, or days left in an employee's leave balance, correspond to the employee's current FTE or hours worked per day. For example, an employee who works five (5) hours per day, ten (10) day of leave would mean fifty (50) hours of leave; for an employee who works eight (8) hours per day, ten (10) days of leave would mean eighty (80) hours of leave.